

## PDF file specifications for the NACS Media Solutions R -POD

- 1) PDF files only.
- 2) PDF files should be created or saved with Acrobat 5 (PDF v1.4) compatibility.
- 3) Document should not use any of the following: Transparency, Form Fields, Layers, Annotations, JavaScripts, Calibrated Color, OPI Comments/References, ICC Profiles, Halftone Phases or Transfer Functions.
- 4) All fonts should be fully embedded into the file (not subset) and Type 3 fonts are not utilized.
- 5) All document pages must be exactly the same page size, and are precise (i.e. 8.500" x 11.000").
- 6) Document must be provided in the proper "viewable" orientation (portrait or landscape).
- 7) All pages must be oriented consistently (all portrait or all landscape based on predominant orientation).
- 8) Document objects are set in the correct color space (grayscale, CMYK or spot color).
- 9) Do not use RGB or pre-separated color, both could cause unexpected results (i.e. shading of solids, etc.).
- 10) Documents with spot color must have consistent color names with alternate color set as CMYK, for example: 'Red' elements use one color swatch named 'Pantone 185 C' with an alternate color C=0, M=91, Y=76, K=0.
- 11) Color or Grayscale halftones image resolution should be between 225 and 300 ppi/dpi.
- 12) Bitmap (black and white) image resolution should be between 600 and 1200 ppi/dpi.
- 13) Blank pages must be added as applicable to accommodate books with chapters and/or sections- i.e., the first page of a chapter that must be on the right-hand side of a book, therefore on an odd page.
- 14) Document should not be imposed (an arrangement of pages to account for printing, folding and/or cutting).
- 15) Provide document without crop marks unless bleeds are required.
- 16) If a document requires a bleed on any side, it must be printed on a larger sheet with crop marks. Example: 1/8" bleed, and 1/2" margin from crop size (i.e. 9.5"x12" for 8.5"x 11" with bleed).
- 17) Type/images have a minimum of 3/8" margin from sheet edge for cut-sheet product.
- 18) Combining multiple PDF files in Acrobat could cause production issues and should be avoided when possible. Redistill the combined PDF file and review a printed copy to insure font corruption did not occur.
- 19) Cropping pages in Acrobat will likely create production issues and should be avoided. Redistill the cropped PDF and review the page sizes from the 'Crop Pages' screen.
- 20) Please use PDF-X1A setting when creating PDF files. This option will embed your fonts and ensure that colors are only grayscale, CMYK or spot colors. NO RGB OR LAB COLOR. (If you do not see the PDF-X1A option, please select something similar, such as PDF-X. DO NOT CHOOSE TAGGED PDF AS AN OPTION. This creates a reflowable pdf suitable for e-book creation, not printing.)
- 21) NO PASSWORD SECURITY OR ENCRYPTION ON FILES PLEASE.
- 22) No file size larger than 400MB.
- 23) Scanned image/cover and text quality: minimum 300 dpi (600 recommended).

- 24) No variation between page sizes, trim boxes or location of trim box (all pages centered).
- 25) Please use vector, tiff or eps image files. No jpegs, gifs or pngs as these are highly compressed and not suitable for print.
- 26) Please size images appropriately for your design. If it appears 2" wide, please make sure the image is sized in an image editor, such as Photoshop, to 2" wide. Images larger than they appear in print will cause pdf sizes to dramatically (and unnecessarily) increase.
- 27) Trim box required on cover, and is used to position and center the cover image on the paper for binding.
- 28) Content/book block - No printer marks required.