TO PREVENT PRINTING PROBLEMS, DO THE FOLLOWING:

1. Submit files as Adobe RGB 1998 or grayscale. Make sure all imported pictures are also RGB.

2. Adobe Creative Cloud color settings should be "North American Prepress 2" which establishes an Adobe RGB 1998 color space.

3. Maximum resolution is 300 DPI.

4. Maximum color is 16 Bits/Channel.

5. Don't use "Registration Black" (C=100% M=100% Y=100% K=100%) for true black color. Only use default CMYK or RGB black in the swatches.

6. Illustrator fonts must be converted to outlines. All linked images must be embedded or included with file.

7. We accept TIFF, PSD, JPEG, AI, EPS, and PDF file formats. Any other file formats such as InDesign, AutoCAD or Word must be converted into "High Quality Print" PDF file.

8. Double-sided printing requires multi-page "High Quality Print" PDF file.

9. Maximum width of your document should be .5" less than the width of the paper roll we offer (example: 24" wide paper requires a max 23.5" width file size), so set up your files accordingly.

10. Flatten all transparencies in Illustrator to prevent printing issues that might occur from transparencies and gradients. Flatten Layers in Photoshop.

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PLACING AN ORDER

To place an order using PrintFX's paper order forms, please fill out the appropriate order form at PrintFX. Then follow the ordering procedure listed below, starting with Step 2.

Departments: If paying using a budget transfer form, online ordering is not an available option. Please use PrintFX's service desk.

Alumni: Online ordering is not an available option. Please use PrintFX's service desk to prepay. 30% surcharge on all orders. Turnaround - within 3 business days except for 3D printing, laser cutting and hardcover bookbinding.

ONLINE ORDERING

Step 1: Fill out an online order form:

- Download a pdf order form from the online ordering page, http://www.fitnyc.edu/printfx/online-ordering.php
- Save to your local computer drive.
- Open it using Adobe Acrobat Pro / Reader*.
- Complete the order form and save it.

Step 2: Organize your files for upload:

- Move files and completed order form into a folder labeled with your name and date.
- Zip the folder.
- Connect to Google drive using your FIT gmail account, https://drive.google.com.
- Go to "My Drive", select "Upload folder".
- Share to pfxorder@fitnyc.edu and send.

① Order Form	+ ② Your files	→ ③ Create a folder labeled with your name and date. Put files inside.	→ ④ Zip your folder

printfx

F I L E   P R E P
G U I D E L I N E S

HOURS OF OPERATION

Monday - Friday 9 am - 6 pm
Pomerantz Center 5th Floor D529A
212 217.5470 | www.fitnyc.edu/printfx

PrintFX uses Adobe RGB 1998 color mode & 300 DPI for best result printing. Please setup your file accordingly.

Ps — PHOTOSHOP FILE PREP

RESOLUTION

- Internet Images
    - Images copied from the internet/web are 72 DPI. These images do not look good when enlarged. If you do use them, please make sure they are of adequate size for reproducing and/or enlarging.

    - A 2"x3", 72 DPI image will not make a good 18"x24" poster. It will be pixilated.

- Digital Images
    - Recommended 300 DPI resolution.

RGB VS CMYK

- Make sure Color Settings are set to North American Prepress 2:
    - Edit > Color Settings > North American Prepress 2

- Make sure you're in RGB Color Mode:
    - Image > Mode > RGB Color

- CMYK black doesn't match RGB black.

- Images should be in 8 or 16 Bits/Channel color depth.
    - Image > Mode > 8 or 16 Bits/Channel color depth

LAYERS

- Printable layer should be active and all others deleted.

- Flatten all layers prior to printing.

- If you're having more than one layer printed at a time, its best to save each individual active layer you want printed as a separate individual file for printing.

- Delete all unnecessary elements and hidden layers.

FILE TYPES

- High-resolution flatten PSD or TIFF files are preferred file formats.

Ai — ILLUSTRATOR FILE PREP

FONTS

- Convert your fonts to outlines:
    - Select all > Type > Create Outlines

RGB VS CMYK

- Make sure Color Settings are set to North American Prepress 2:
    - Edit > Color Settings > North American Prepress 2

- Make sure you're in RGB Color Mode:
    - File > Document Color Mode > RGB

- Make sure your document and all your image links are RGB.

- CMYK black doesn't match RGB black.

TRANSPARENCIES

- Use High Resolution transparencies:
    - Edit > Transparency Flattener Presets > [High Resolution]

PDFs

- When exporting PDFs, use the [PDF/X-1a:2001] preset. Under Advanced, make sure you use [High Resolution] Transparency Flattener.

LINKS

If you want to use images with transparent backgrounds, make sure you import the image using a clipping path or save the image with TIFF file format and use the [Save Transparency] option.

- Make sure your images are embedded:
    - Window > Links
    - Click on each link and make sure it is embedded.

DELETE ALL UNNECESSARY ELEMENTS AND HIDDEN LAYERS

- Select all.

- If you see anything outside the printing area, delete it.

- Delete any unnecessary layers.

Id — INDESIGN FILE PREP

WE DON'T ACCEPT INDESIGN FILES FOR PRINTING. "HIGH QUALITY PRINT" PDF FILES ARE PREFERRED.

LINKS

- Makes sure image links are high-resolution TIFF or EPS files.

- If you want to use images with transparent backgrounds, make sure you import the image using a clipping path or save the image with TIFF file format and use the [Save Transparency] option.

- Be sure to embed your images or include them with your links.

FONTS

- Make sure all fonts are embedded when creating the PDF.

RGB VS CMYK

- Make sure Color Settings are set to North American Prepress 2:
    - Edit > Color Settings > North American Prepress 2

- Make sure your document and all your image links are RGB.

- CMYK black doesn't match RGB black.

TRANSPARENCIES

- Use High Resolution transparencies:
    - Edit > Transparency Flattener Presets > [High Resolution]

FILE TYPES

- "High Quality Print" PDF files are preferred.

SPREADS

- Spreads are when you put two documents side by side on the same page, like a book.

- If you need bleeds, trim marks, etc, please setup your document accordingly.