

# CAPITAL CITY PRESS



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## ***Guidelines for Submission of Digital Images***

### **File Format**

Preferred formats for image submission are TIFF, EPS or PDF. Adobe Acrobat 4.05 or later set for compatibility with PDF version 1.3.

The following source files are accepted and are expected to follow all requirements listed in this document:

- Adobe Illustrator(.ai)
- Adobe Photoshop (.psd)

Additional costs may apply if problems are encountered.

NOTE: when using Adobe Illustrator version 9.x or higher and saving as a native Illustrator document (.ai), be sure to save the file as a PDF compatible file, embed all fonts and subset fonts at 10%.

### **Image Resolution**

TIFF and raster EPS files must conform to the following minimum resolution specifications:

- Grayscale and Color images: 300 – 600 dpi
- Combination Grayscale and Color images: 500 – 999 dpi
- Line art (Bitmap) images: 1000 – 1200 dpi

Files supplied at higher than the minimum required resolution would not be down sampled unless the resolution exceeds the maximum range indicated above.

### **Microsoft PowerPoint and Word Files**

Files supplied as MS Word or PowerPoint are not typically considered acceptable files for print submission. However, if properly prepared they can be submitted as native MS Office files and we will convert to a usable file format.

### **Supporting Fonts for Vector EPS Files**

Use of Postscript Type 1 fonts is encouraged. DO NOT use Type 3, Multiple Master or CID fonts. Include fonts for any embedded graphics. Avoid using menu-stylized fonts.

### **Image Content**

Regardless of the format supplied, all images should conform to the following specifications to render quality printed images:

- Reverse type should be no less than 6pt.
- All lines and line art images should be of a minimum 1/2 pt thickness at final size to reproduce effectively on press.

### **Color Management / ICC Profiles**

Capital City Press has a fully ICC profile compliant workflow and we encourage the submission of figures with ICC profiles tagged. Our base ICC profiles are:

- RGB** - Adobe RGB (1998)
- CMYK** - US Web Coated (SWOP) v2
- Grayscale** - Dot Gain 20%
- Bitmap** Images do not support ICC profiles

### **Color Space**

Color files should be supplied in RGB color whenever possible and should have an ICC profile applied. The images will be converted by CCP to process CMYK using color management methods that honor and convert the supplied image to a high quality CMYK color separation. Note that the RGB color space is significantly larger than the process CMYK color space; therefore color shifts may occur when converting if color in the original image are outside the process CMYK gamut.

All color images supplied in CMYK color space should not have any area with a Total Area Coverage (TAC) exceeding 300% for the darkest area of an image. Images supplied in excess will be re-separated and may result in slight decrease in saturation in the darkest areas.

### **Hardcopy Materials**

Any hardcopy supplied is expected to be a representative proof of the image file supplied and will be used primarily as a reference when checking image proofs for image content reproduction and not as a color accurate representation. The digital file will be considered the master source for both content and color.

Preflight will perform a basic visual check of the image file to see that it appears the same as the hardcopy supplied for reference. This is not a detailed comparison as we expect the hardcopy to be representative of the file.

If the quality of the supplied image appears to be of significantly lesser quality than the hardcopy, then we will make the decision to scan the hardcopy, unless previously instructed otherwise by the customer.

If the content of the supplied image appears to be different than the hardcopy, then the article images will be placed on hold until direction is received from the customer, unless previously instructed otherwise.

### **Media**

- CD-ROM/ISO 9660
- ZIP 100 & 250MB
- 1.44MB Double-sided HD Floppy Disk
- FTP transfers to <ftp.capcitypress.com> or Internet Browser access at <ftp://UserID@capcitypress.com>  
Contact your CSR for a User ID and Password.
- Backup FTP site at <ftp2.capcitypress.com>
- E-mail attachments of less than 2MB are acceptable if the file is stuffed/zipped for file integrity.

### **Reference Site**

For additional information on the topics covered in this document visit <http://dx.sheridan.com>