Proper Prepress File Format and Transfer

Native File Formats Supported for Prepress Output:

- Adobe Indesign (CC 2017 or earlier)
- Adobe Illustrator (CC 2017 or earlier)
- Adobe Photoshop (CC 2017 or earlier)
- Adobe Acrobat (CC 2017 or earlier)
- Quark Xpress (9.5 or earlier)

Note: Projects created as InDesign, Illustrator or Quark Xpress layouts must include all fonts and linked files used to create the layout file. The collected working files should be compressed into .zip or .sit archives prior to transfer to CBNCS.

Industry Standard File Formats Supported for Prepress Output
A number of standard, raster and vector, file formats (ie .pdf .tiff, .jpg, .png, .eps, etc.) are supported for prepress output and **may** be suitable, dependent on individual project requirements.

Data Files for Data Merged Prepress Output
Data, field content files, for data merged projects should be supplied as MS Excel .xls or tabbed text files.

Unsupported Software Options
It may be possible for you to save useable files out of your other software packages in PDF format, suitable for prepress output.

File Transfer Methods:
Numerous file transfer methods may be used to submit files to CBNCS for Prepress output.

- CBNCS File Upload Page
- CBNCS FTP
    - Dedicated FTP client software is recommended for connecting to CBNCS's FTP site. (i.e., Fetch, Filezilla, etc.)
    - When connecting to CBNCS's FTP site you MUST disable Passive Mode in your preferences
- Email (attachments up to 25mb in file size)
- Third party file transfer services (i.e. WeTransfer, Dropbox, etc.)

If your file is larger than 250mb… Contact your account manager for instructions on how to access CBNCS's secure FTP site.

> **NOTE:** To ensure timely attention to your transferred project files please email file.upload@cbncs.com and cc your CBNCS account manager once files are sent.

Some Basic Project Requirements:
All projects submitted for prepress output should adhere to the following guidelines in order to ensure a trouble free outcome is returned from your submitted files.
- A minimum of .125" bleed is required outside of your trimmed page size
- Include crop marks which do not fall into the bleed area in any press ready PDF files
- To ensure optimal image quality, a minimum image resolution of 300 dpi should be maintained
- Use appropriate colour(s) when creating your file (i.e. Black, CMYK, varnish and/or spot colours)

PDF FILE PRESETS

Indesign CS3-CC2014

Indesign can export a PDF from within the application.
Download the InDesign pdf export settings file here.

1. Load the settings file into InDesign: under the pulldown menu 'File' select 'Adobe PDF Presets > Define' then 'Load' linking to the McAra_Preset file you downloaded.
2. To save a file with the CBNCS presets, go to the pulldown menu 'File', select the submenu 'Adobe PDF Presets' select the 'McAra_Preset' option.
3. Always open the PDF in Acrobat and check to see if your file converted successfully.

QuarkXpress 7.3 to 9.5

QuarkXpress can export PDF from within the application.
Download the QuarkXpress pdf export settings file here.
Convert RGB to CMYK and remove profiles embedded in cmyk images.

1. Color settings Source > QuarkXpress 7.0 Default
2. Color settings Output > As is
3. Load the output settings file into QuarkXpress. Pulldown menu 'Edi't > output styles > import >McAraQXP8
4. Export a PDF file
5. Always open the PDF in Acrobat and check to see if your file converted successfully.