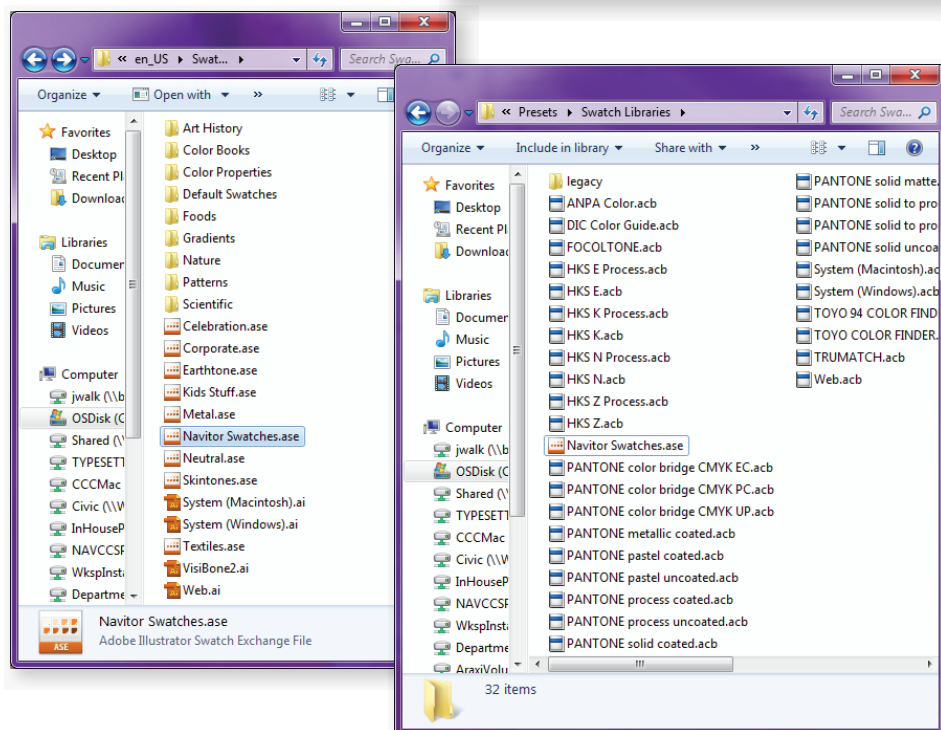
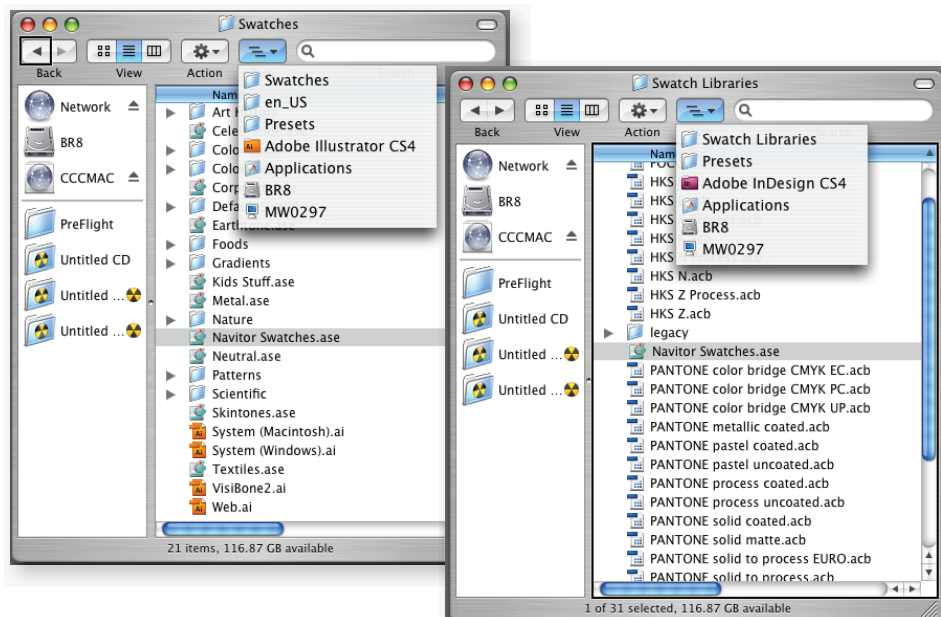


Downloading & Installing the Navitor Swatch Library

1. Download our swatch palette from Navitor.com:
<https://www.navitor.com/Resource/ElectronicGuideLines/ColorRequirements.aspx>
2. Go into your computer storage (Local Disks on PC)
3. Open Applications (Program Files on PC)
4. Open Adobe Programs, then open either InDesign or Illustrator
5. Open Presets and then Swatches or Swatch Libraries
6. Move the swatch Library (Navitor Swatches.ase) into this folder
7. Restart InDesign or Illustrator and our swatch library is now loaded into your program



All Programs/Products

We recommend following these guidelines to ensure that we have no problems processing your PDF.

Templates

- Navitor has developed standard templates to assist you in creating print-ready files. Import or place templates in your document as a non-printing reference guide. You can find templates in the Help and Resources section of our website under Guidelines. (<https://www.navitor.com/Resource/Templates.aspx>)

Document Sizes/Margins

- All documents should have a finished size of the dimensions of the product being ordered and margins need to follow the Electronic Ordering Guidelines in our catalogs
 - Ex: PDF finished size on a business card should be 3½" x 2" and all text should be at least ⅛" from the edges of the card

Bleeds

- All products that may bleed should have a bleed allowance of ⅛" on all 4 sides
 - Ex: PDF finished size on a business card with bleeds should be 3¾" x 2¼"

Coloring

- Spot orders should be colored using the correct spot color swatch. Please follow the coloring guidelines listed for spot printing in the Electronic Ordering Guidelines portion of our catalogs. You can also download our swatch palette from Navitor.com. (<https://www.navitor.com/Resource/ElectronicGuideLines/ColorRequirements.aspx>)
- For Pantone Matching System® (PMS) colors, it is best to use the PANTONE solid uncoated library that is already loaded within the program.
- Document color mode should be bitmap or grayscale mode for Photoshop or CMYK for Illustrator and InDesign.

Placed Images (raster artwork)

- We recommend a minimum resolution of 300 dpi for any Photoshop file or placed image for best quality
- Spot Color Orders: Black & White Bitmap Mode, unless screens are present. Grayscale Mode if screens are present.
- Embed all placed images (Illustrator, InDesign)

Text

- Create outlines/convert to curves when possible
- Embed all fonts when outlines/curves are not available

Once you have your file exactly the way you want it, you will need to export your file as a PDF. Based on which program you are using, the steps will be different.

Please proof your PDF file before submitting your order to ensure the file you send is exactly what you want us to print.

For best printing please flatten all press files.

CREATE Print Ready PDFs For Spot Color Printing

Online & Catalog Orders



We're here to help!

Feel free to call us at **866.628.6868**
with questions or for more information

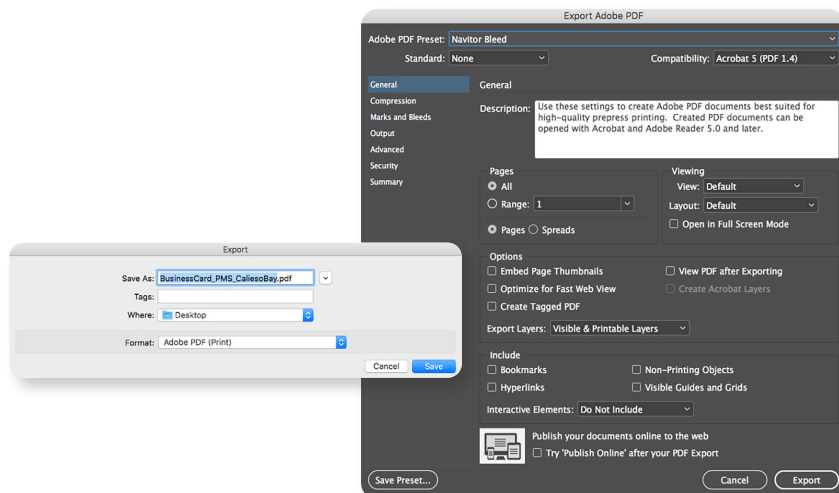
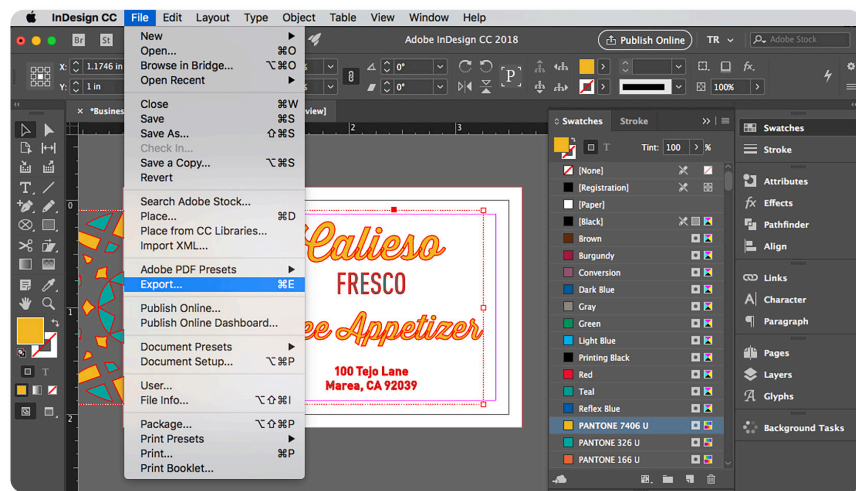
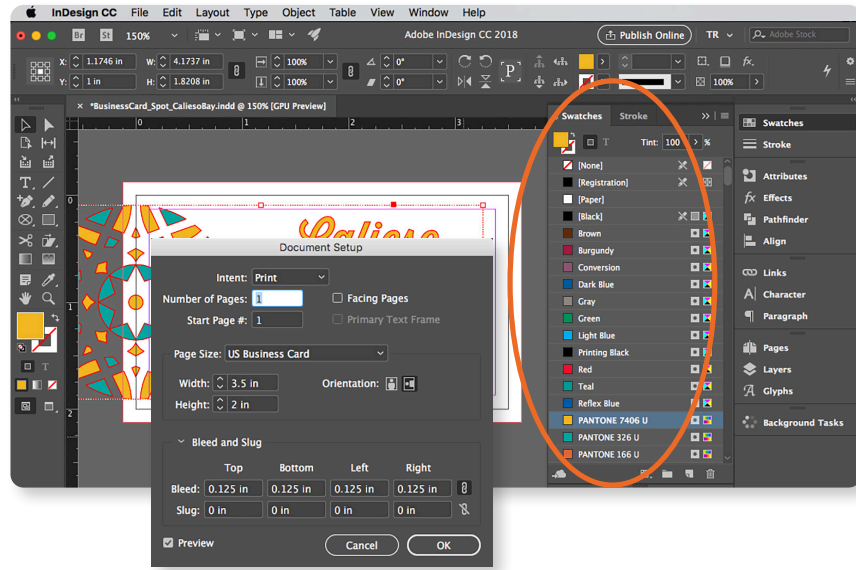
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with questions or for more information

Navitor
the power of us™

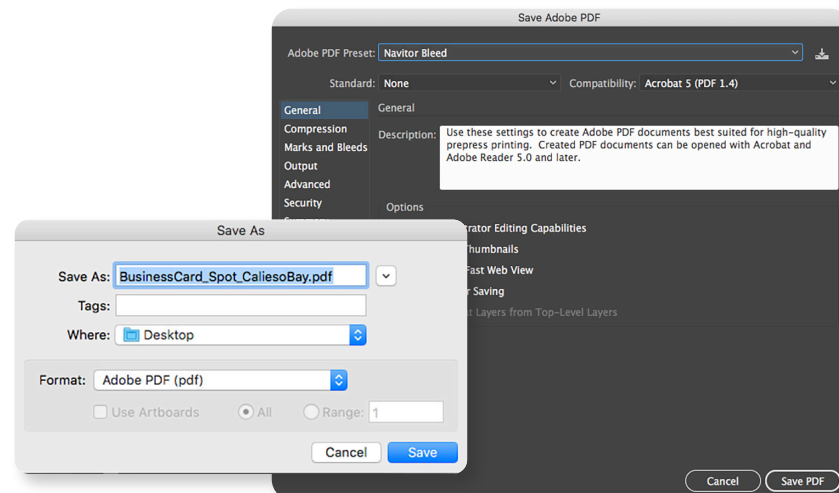
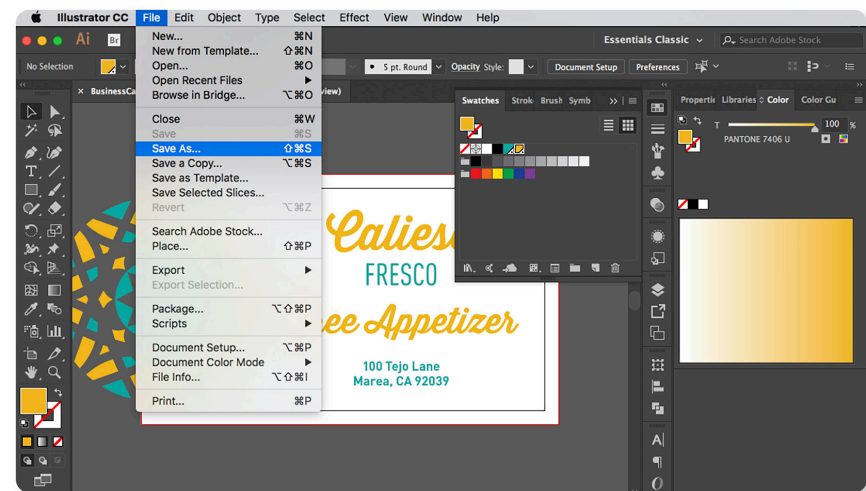
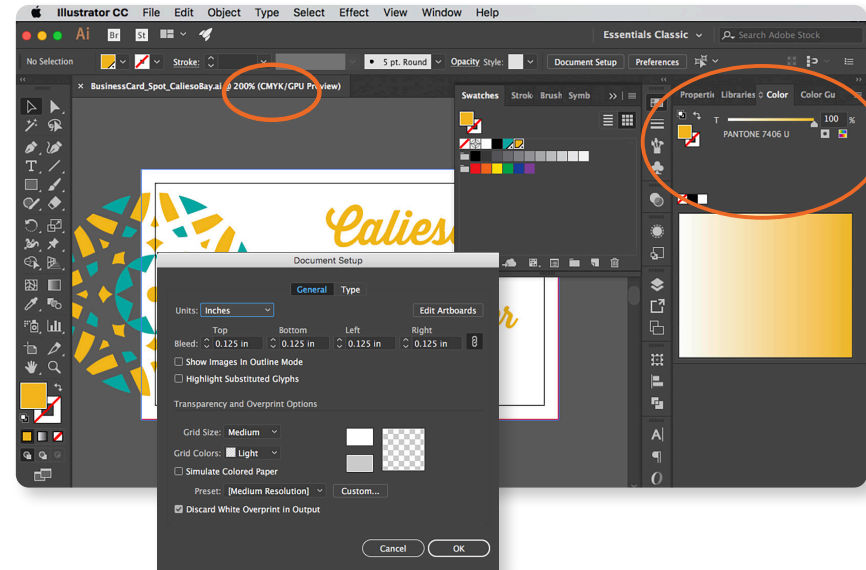
Adobe® InDesign® CS2 and Up

Ensure the swatches are CMYK color mode. Open the swatch libraries needed for the item being ordered, color the files with the spot swatches. Make sure to add any trapping that is needed. Any placed images (links) should be the correct color mode and embedded in the file. Outline all text. Export the file as a PDF using the Navitor setting to crop the file at the document size. Or, if necessary, use the Navitor Bleed setting to give a bleed allowance of 1/8" on all four sides of your document.



Adobe® Illustrator®

Ensure the document is in CMYK color mode. Open the swatch libraries needed for the item being ordered, color the files with the spot swatches. Make sure to add any trapping that is needed. Any placed images (links) should be the correct color mode and embedded in the file. Outline all text. Save the file as a PDF using the Navitor setting to crop the file at the document size. Or, if necessary, use the Navitor Bleed setting to give a bleed allowance of 1/8" on all four sides of your document.



Adobe® Photoshop®

Coloring files for Spot printing is difficult in Photoshop. If your order is 2 colors, files will need to be separated into two different files, one for each color. Files must be saved in either Bitmap or Grayscale color mode with the necessary bleed/margin requirements. Save the files as a tif format so they can be colored in another program. Place the tif files into a layout program, like InDesign or Illustrator, color, and export as per instructions.

