

CREATE

Print Ready Files for Spot Printing

For your Online & Catalog orders



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 Navitor's selection of templates in the Help and Resources selection of our website under Guidelines.

<http://www.navitor.com/Resource/Templates.aspx>

Document Sizes/Margins

- All documents should have a finished size of the dimensions of the product being ordered unless there is a bleed and margins need to follow the Electronic Ordering Guidelines in our catalogs.
 - Ex: PDF finished size on a BC should be 3½" x 2" and all text should be 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 BC 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 for spot inks from [Navitor.com](http://www.navitor.com). Follow the instructions to the right to download & install the Navitor Swatches library.
- For Pantone Matching System® (PMS) colors, it is best to use the PANTONE solid uncoated library that is already loaded within the program.
- The document color mode should be CMYK for all vector programs & bitmap or greyscale mode for all raster programs.

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, etc.)

Text

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

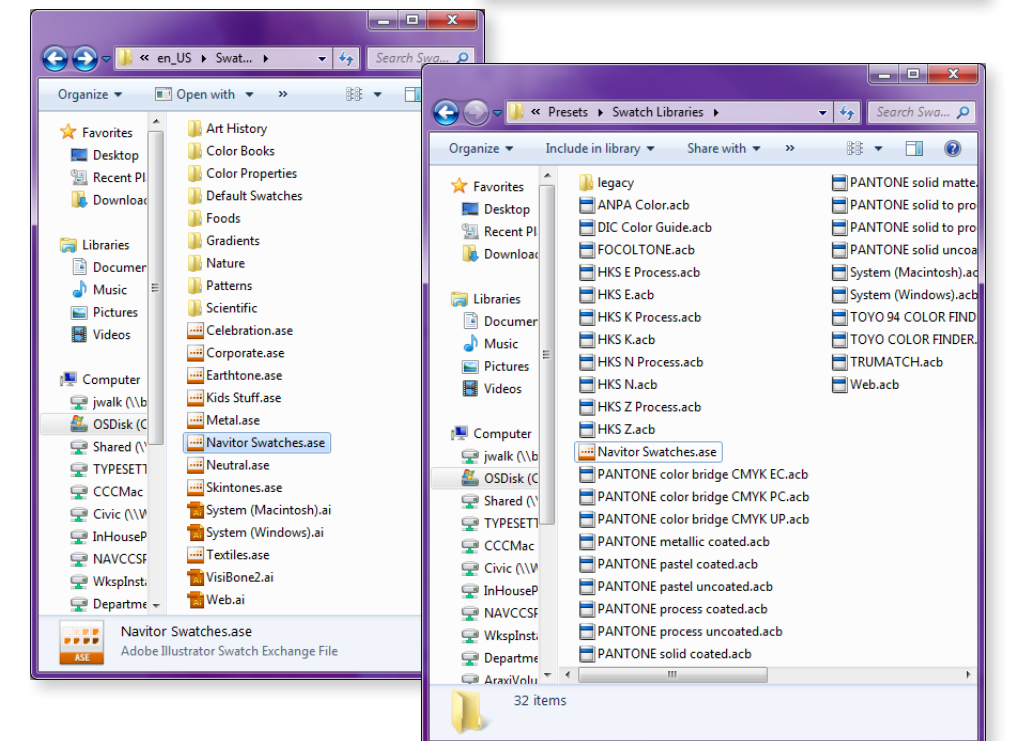
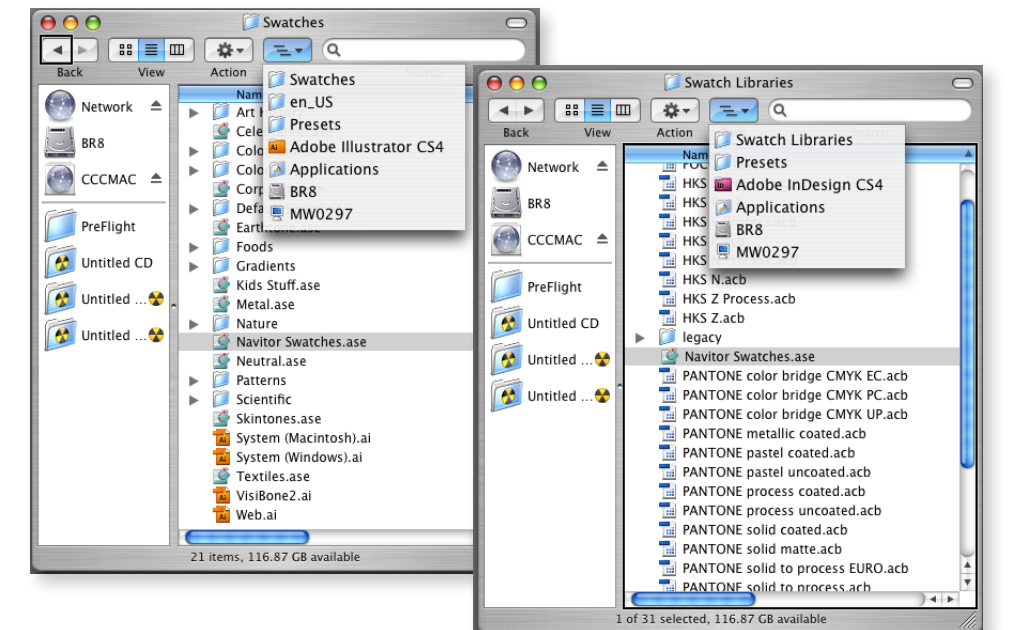
Once you have your file exactly the way you want it, you will need to save your file as a PDF. You can find directions on how to save as a PDF file in the Help and Resources selection of our website under Guidelines.

<http://www.navitor.com/Resource/SubmitPrintReadyPDF.aspx>

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

Downloading & Installing the Navitor Swatch Library

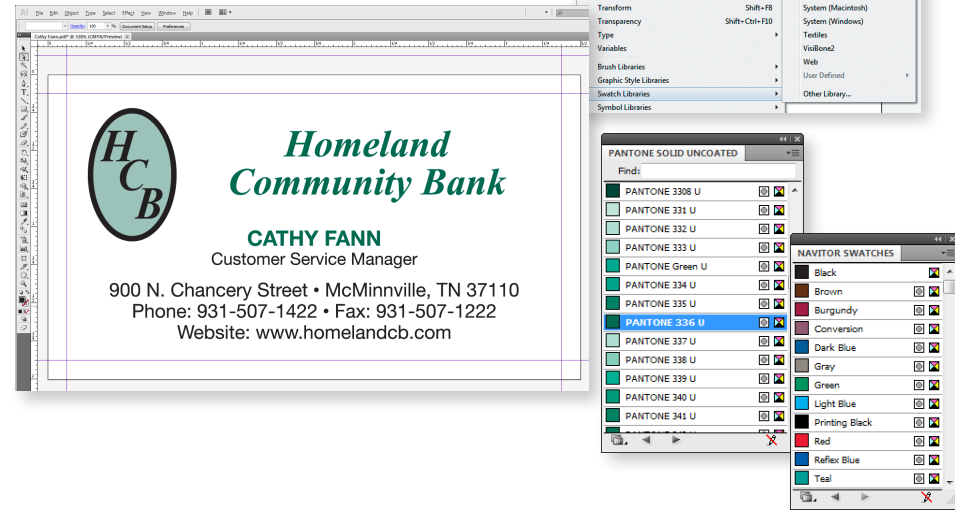
- 1) Download the swatch library from our website.
<http://www.navitor.com/Resource/ElectronicGuideLines/ColorRequirements.aspx>
- 2) Go into your computer storage (Local Disks on PC).
- 3) Open Applications (Program Files on PC).
- 4) Open Adobe Programs, then open either InDesign or Illustrator.
-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



We're here to help! Feel free to contact us with questions or for more information via pdfsupport@navitor.com

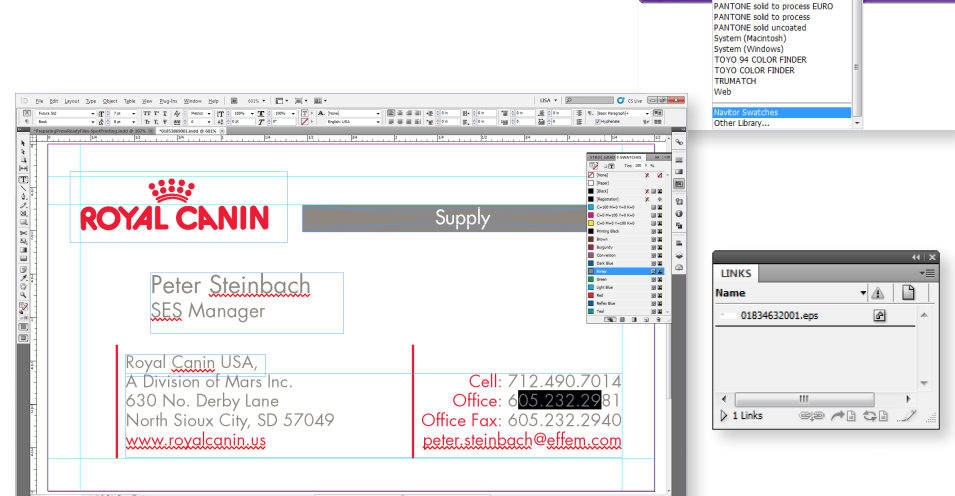
Adobe® Illustrator®

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. Make sure to embed all placed images & outline all text. Save each file as a PDF with the necessary bleed/margin requirements as per the Navitor guidelines.



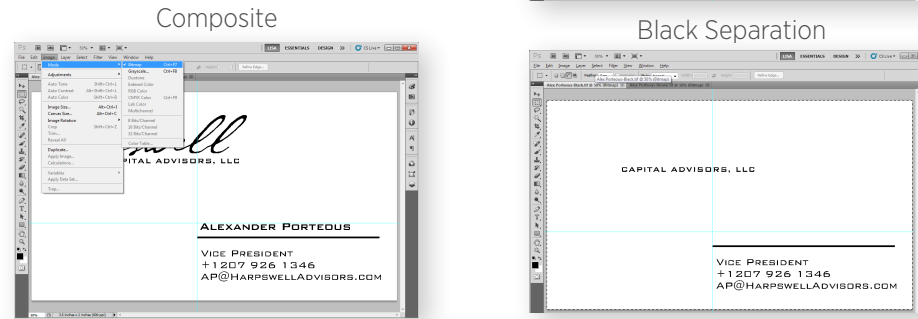
Adobe® InDesign®

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. Make sure to embed all placed images & outline all text. Save each file as a PDF with the necessary bleed/margin requirements as per the Navitor guidelines.



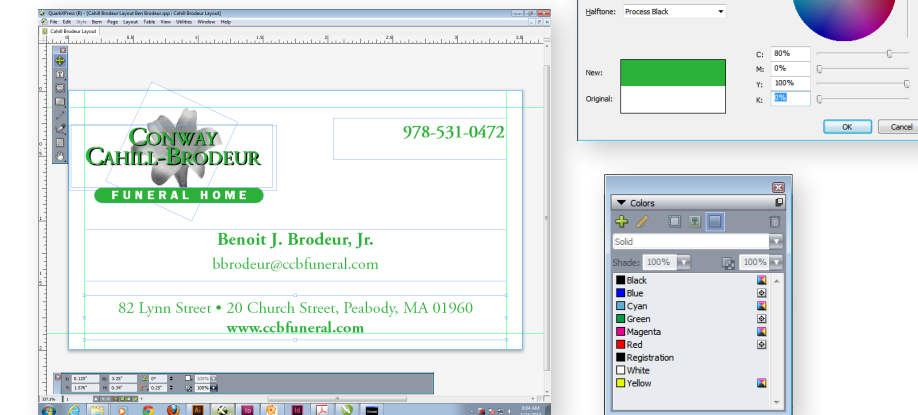
Adobe® Photoshop®

Coloring files for Spot printing is difficult in Photoshop. If your order is 2 colors, file will need to be separated into two different files, one for each color. Save each file with the necessary bleed/margin requirements. You will want to save each file as a tif or jpg so they can be colored in another program. You will then need to place the images in a layout program (InDesign, Illustrator, Quark, CorelDraw) and color as per instructions for those programs.



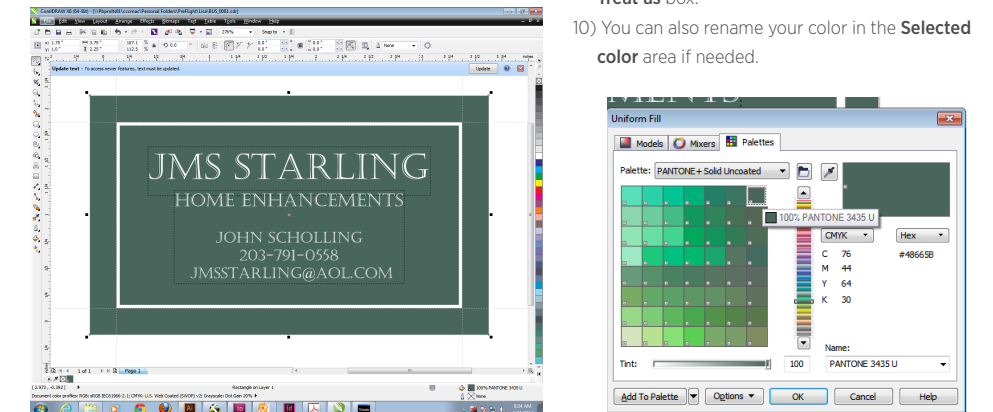
QuarkXPress

Open the swatch libraries needed for the item being ordered, color the files with the spot swatches. Create any standard spot swatches as needed. Make sure to add any trapping that is needed. Any placed images (links) should be the correct color mode and up to date. If you do not convert all text to boxes, make sure to embed all fonts when exporting to PDF. Export the layout as a PDF with the necessary bleed/margin requirements as per the Navitor guidelines.



CorelDRAW®

Open the swatch libraries needed for the item being ordered, color the files with the spot swatches. Create any standard spot swatches as needed. Make sure to add any trapping that is needed. Any placed images (links) should be the correct color mode. If you do not convert all text to curves, make sure to embed all fonts when exporting to PDF. Export the layout as a PDF with the necessary bleed/margin requirements as per the Navitor guidelines.



To create a custom spot color from scratch:

- 1) Click **Window • Dockers • Color palette manager**.
- 2) Click the **Creates a new empty color palette** button.
- 3) Type a file name in the File name box (ex: Spot Swatches).
- 4) Click Save.
- 5) In the **Color palette manager**, choose the custom palette that you created.
- 6) Click the **Opens the palette editor** button.
- 7) In the **Palette editor** dialog box, click Add color.
- 8) in the **Select color** dialog box, choose a color, and click Add to palette.
- 9) In the **Selected color** area, choose **Spot** from the **Treat as** box.
- 10) You can also rename your color in the **Selected color** area if needed.

We're here to help! Feel free to contact us with questions or for more information pdfsupport@navitor.com