

Here are some hints and tips to help your project move seamlessly through prepress:

1. Collect your files: Fonts and missing links have been the number one delay in jobs submitted to prepress. If you are using a graphic program that will collect the files needed to submit to a commercial printer it is so important to use that utility. Please contact us if you are unsure if your program has that capability, or, if you are unsure of the correct way to use the utility. It is a very rare occurrence that we receive a file that has been collected that causes any problems. These are the files that travel through prepress with the fastest turn around on proofing.

2. Include all document fonts from the original Operating System: Our networking system at Horizon does not allow you to take Macintosh fonts and pass them over a Windows system to compress them. Macintosh fonts lose important data when this occurs which renders them useless. Even taking uncompressed Macintosh fonts and putting them on a Windows computer to burn a CD or even to e-mail them will still cause the same corruption. Please use caution when doing this as it delays your job until we can get the correct fonts from you. Since there are literally hundreds of font manufacturers we are not able to do font substitution. You must submit the fonts that you used to create your file when you submit your job.

3. Send along a proof: Providing us with a current mock-up is the best way to ensure that what you submit is what you will get when we submit your proof. We strive to provide you with a true example of what you have spent hours creating, and the only way to do that is to know what you are expecting.

If you have a simple postcard, please tape it together so that we will know how you want it to back up.

If your job folds, please fold your mock-up.

If your job has a die cut, please provide us with a die so that we can know how to cut your proof.

If your job is a multiple page booklet, please show us how the pages back up and if you have any blanks that need to be inserted.

We understand that this seems like a huge task some of the time, but in the long run it will speed your job through the proofing process as we will not have to go through several proofs to get an approved proof.

4. Save money and time, send only fully edited files: Try to have all of your type edits done before submitting your final file. Every time we have to go back into the file, even to make minor adjustments, your job is not only delayed, but you will incur extra charges. The proofing process is designed to work on final approved files so that we may meet the deadlines that have been discussed with your account representative.

If you have any questions, please call us at 512.989.0006, we're glad to help.