

Copac Pre-Press File Requirements

Please review the following guidelines prior to sending digital files for best results for file transfer, set-up and printing.

File Guidelines

- Copac supports the latest versions of most popular packaging software titles: Illustrator, Photoshop, Freehand, QuarkXpress and InDesign. Files created in Illustrator, Photoshop and Freehand are preferred as they convert easily into an .eps workflow.
- We strongly encourage the use of the above mentioned applications. Copac has limited support of alternate programs including CorelDraw, MS Publisher, MS Word and MS Excel. However, these and other non-desktop publishing file types may incur additional charges to process.

File Prep

- Files may be named as you like with the following exceptions:
 - o illegal characters contained in the following parentheses ([] / \ = + < > : ; " ,) are prohibited.
 - o Spaces or periods at the beginning or end of a file name should not be used.
 - o Do not give two files the same name. Duplicate file names will cause conflict errors.
- Clearly identify all disks and their contents by the product name and a printed directory of each disk.
- Send only files needed for output. Do not send FPO or lo-res placement files.

Bleed

- Please allow for 1/8" of bleed beyond the trim size of your label or panel. This will prevent the appearance of a white gap on the edge of your label if the die does not line up perfectly with each image. Additional art charges may be incurred to create the bleed image.
- All critical copy must be at least 1/16" from the final trim to avoid the possibility of being trimmed off.

Minimum Sizes

- Type: We recommend using no smaller than 4 point text for solid type. If font will be reversed from process, or built from process use fonts of size 6 points or larger for digital printing and 8 points or larger for letterpress and offset printing to guarantee readability. For best results limit the use of reverse type to block, gothic and sans serif type styles.
- Lines: Solid line rules should be .25 point thickness or greater. Rules built from process or rules reserved out of process should be 1 point for letterpress or offset printing and .75 point for digital printing. Smaller rules may disappear.

Font Usage

- Copac requires that all fonts and components used within graphic documents be included with files submitted for output. Without these fonts, we can not guarantee exact output.
- Copac strongly discourages the use of True Type fonts. Our workflow does not support them. Use Type I to keep layouts looking as they were designed.

Colors

- In digital files, colors must be created and assigned in the manner in which they will print. Four color process items should be set to use CMYK colors. If your project will use a spot color, designate it as such. If you use a spot color in the layout program, the usage of the color in an illustration program should reference the color with the exact name. (Example: Pantone CV is not the same as Pantone 186 CVU.)
- Rich black should be used to avoid a washed out appearance when larger fonts, graphics, boxes or backgrounds are to print black. Use the values of 100% black, 30% cyan, 30% magenta and 30% yellow to create rich black.

Placed Images

- All graphics and images used in documents for printing must be included with files submitted.
- Hi-resolution images are required. Four color and greyscale images must be at least 300dpi.
- Line and bitmap images should be at least 1200dpi. Images should not be scaled more than 120% in the layout program. This will result in significant deterioration in the image quality.

Reducing an image will not affect its quality.

- Four color images must be in CMYK mode. RGB and INDEX images are not acceptable.
- Black and white images should be saved in Grayscale mode. Line art images must be in Bitmap mode. All extra channels should be removed prior to saving.
- Images should be saved in TIFF or EPS formats only. JPEG and GIF files are heavily compressed and are not meant for high-resolution printing.

Bar Codes

- If you require a new manufacture's number to be assigned to your product, visit the Uniform Code Council's web site at www.us-council.com. After you have a UPC code assigned to your product Copac can create a bar code to be printed on your packaging with the number you supply.
- For consistent scanning results, the size and space around the UPC is critical. If possible, UPC codes should be created at 100% magnification. The quiet zone (area free of printing on each side of bar code) should be a minimum of 1/8 inch wide.

Laser copies

- Copac recommends submission of a set of 100% size, up-to-date, composite print of the digital file as a representation of the final version Copac will output, this enables us to match to the print.
- Laser proofs must match the file so that Copac may match output. The printed proof is our means to verify the pages content and layout.

Sending Files

- Copac has the following options to submit art files: our FTP site, email, or disc in CD, DVD, Zip 100 or 250 formats.
- For email submissions please send only files of 10MB or smaller.
- FTP submissions should be 50MB or smaller. Please send single files at a time.
- To become a Copac FTP user please send an email request to prepress@copacinc.com.

These are general guidelines designed to allow Copac to prepare customer files for printing as efficiently as possible. We realize that our customers may have special circumstances regarding file preparation. Copac will work to accommodate unique artwork requirements in order to prepare files for printing. Please contact a Copac Customer Service Representative or Packaging Consultant with questions.