

Scantron prefers to accept PDF files created with the current version of Adobe Acrobat. Please use the Scantron CTP Distiller settings for creating these PDF files. Contact your customer service representative to have these Distiller settings sent to you.

When native files must be sent (*i.e., logos, Quark files, etc.*), please conform to the guidelines listed on this page when submitting files.

Checklist

- ✓ **Please include a laser printed proof of the document at 100%.** This is necessary to verify that the submitted files match the original after processing.
- ✓ **Please include ALL graphic support files (and their fonts).** Items with missing graphics or fonts cannot be processed.
- ✓ **Include ALL screen and printer fonts.** Scantron cannot process your file with missing fonts. OpenType® and TrueType® are acceptable when designed in Scantron DesignExpert, Quark 6.0 or InDesign.

Applications

Scantron will accept files created in the following applications:

Mac and Windows/IBM - Layout applications:

- **QuarkXPress** - versions 4.1 through 2016
- **Adobe PageMaker** - version 6.5 and higher ONLY
- **Adobe InDesign** - through version CC18
- **Scantron software** - Scantron DesignExpert and Cognition

All other file formats must be approved by your Customer Service Representative.

Supporting/linked graphics created in the following applications will be accepted:

- **Adobe Creative Suite 6 and lower**
- **Macromedia Freehand** - version 10.0 and lower

File Submission

Due to character limitations on the Macintosh operating system, we request that all files (Mac and PC) are named with a maximum of 20 characters.

Files can be transferred to Scantron in a variety of ways. If you prefer to mail a CD or DVD, we will accept the following media:

- Compact Disc (CD) or DVD
- Flash Drive

Scantron will accept files electronically via the following method:

- Files may be e-mailed (under 10MB)*.
- Contact your Customer Service Representative for access to Scantron's Databridge.
- A customer supplied FTP site may be used.

** Please avoid using e-mail for transmission of large files. The e-mail server cannot handle large file sizes and often file formats will become corrupt during transmission. Although it will be accepted, it is not the preferred method.*

Fonts

- Do not use character styles of italic, bold, etc. Choose a specific bold or italic font (*e.g., HelveticaCondensedBold*).
- **Use Type 1 fonts.** Scantron does NOT support TrueType fonts, TrueType fonts are only acceptable when using Scantron DesignExpert, Quark 6.0 and InDesign.
- **OpenType fonts are supported for Macintosh and Windows platforms.**

Artwork Colors

- Define the color of the artwork (*process color, spot color, black, etc.*) prior to the creation of the file to be submitted. Certain file types are not able to have the colors manipulated. In these cases it may be necessary to submit the native files to Scantron. Graphics in the RGB color space (*or indexed color*) will not separate correctly. They are very difficult to detect before going to press. It is extremely important to check every scan/file for correct color format before submitting your graphic.

File Resolutions

- All images should be saved at 100% in layout applications at a resolution of two times the linescreen of final output. Scantron prints at a 122 line screen, so images should be 244 or 300 dpi.
- Black and White Bitmap mode images, such as scanned logos, should be saved at 600 to 1270 dpi.

Acceptable File Types

- PDF (*use approved CTP Distiller settings*)
- PSD (*PhotoShop Files*)
- EPS
- TIF (*300 dpi or higher*)
- JPG (*300 dpi or higher*)
- Vector (*Illustrator or Freehand files*)

Unacceptable File Types

- GIF (*Internet graphic*)
- BMP
- PICT
- JPG (*internet graphics or lower than 300 dpi*)
- Word Graphics
- CDR (*Corel Draw*)

Microsoft Word Documents

- Scantron cannot guarantee exact type flow in Word documents. Submitted Word documents will be used for content only and text will be copied into the appropriate layout program such as Scantron DesignExpert, QuarkXPress or InDesign. It may be necessary for Scantron to request an artwork file that has been embedded in a word file.

Scantron DesignExpert Tips

- See the Scantron DesignExpert Help for information.

InDesign/QuarkXPress Tips

- Contact your Customer Service Representative for Scantron InDesign/QuarkXPress templates to use when building your form.
- Build your InDesign/Quark document to the final job size.
- Avoid resizing or rotating imported graphics into layout programs. Perform these functions in Photoshop.
- Use InDesign's packaging option, located under the File menu, to collect all files for output.
- Quark's Collect For Output function, located under the File menu, will copy the Quark document and all supporting/linked files into a new folder. **Warning QuarkXpress v.4: The fonts need to be collected separately.** Collect files to your hard drive then transfer to your removable media.
- Create solid black using 100% black only, do not use Registration color.
- If spot or Pantone colors have been used, edit the colors by changing the model to CMYK and checking spot color.
- Run InDesign's/Quark's spell checker, and proofread your document.

Illustrator Tips

- Whenever possible, convert all text to outlines (*under Type menu then select Create Outlines*). Or ensure that you have copied the fonts used in these files for submission.
- Avoid placing photos and embedding them into Illustrator EPS files. Place all images separately in layout programs.
- Unless spot color is requested, build all colors using CMYK colors in the paint style window.
- Ensure that solid black is created using 100% K only.
- White should be created using 0% of the color that it is placed on.

Photoshop Tips

- Scale, crop, and rotate all images in Photoshop, not in the page layout applications.
- Save all full-color images as CMYK mode, not RGB.
- If you are working in layers, save an original layered version and a flattened EPS version for placement. Flatten the image first before saving as Photoshop EPS or Tiff file.
- Clipping paths saved in Photoshop should be saved as a path, leaving the flatness device pixel box blank.
- Uncheck the halftone screen and transfer function buttons. Save as EPS file only.
- Alphanumeric is the best choice for file naming conventions.
- Name the file with the appropriate extension, *i.e., a tiff file - filename.tif*

Questions? Please contact your Scantron Customer Service Representative 800-735-2566.

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