Customer Reference Guide for Automated File Transfer and Preflight



PELHUGHES

Introduction

The purpose of this guide is to introduce to you, our valued customer, with our new automated file transfer and preflight workflow. By following the steps in this guide, you can upload your files and we can preflight your documents to ensure accurate error free production within minutes of the file transfer. If you have a question that is not answered here or you are experiencing difficulties with our system, please email us at support@pelhughes.com and we will reply immediately.

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PELHUGHES File Upload Guide

1.Go to our website at www.pelhughes.com

2.Click on the send file button in the top right corner





Welcome To Your Printing & Marketing Stronghold

Need to breakthrough the millions of impressions consumers and businesses are bombarded with every day?

Welcome to Pel Hughes, your always-on resource for innovative printing and marketing solutions that produce powerful direct and relevant communications. We help you connect with your customers unlike ever before by giving you complete access to our unique combination of innovation, automation, service and quality.

Ready to realize your full potential? Explore all of our solutions to discover how.

Printing & Marketing for Events

Email Solutions

More people are online now than ever before! We can help turn this rapidly evolving frontier into the most valuable and trackable piece in your marketing arsenal.



Printing & Direct Mail Solutions

Need something tangible? Ramp up your marketing with collateral material, direct mall and more, while doing it all right from your desktop!



Digital Solutions

Get the inside scoop! Connect personally with consumers and discover their interests by using the latest online tools, such as PURLs (Personalized URLs), QR Codes and more.



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3. If you do not have a user name and password, select the new users button and proceed. If you are a registered user, please go to page 8.

	PELHUGHES 504.486.86
Solutions Who	We Are FAQS & Tips Contact Us Blog Newsletter
Marketing On Demand	Send us your file: Registered Users New Users
1:1 Direct Marketing	Pel Hughes File Submission Pel Hughes has upgraded our file delivery system.
Image Personalization	If you recently received an email from us containing a login and password, please proceed to the registered user's page. If you did not receive an email with login information please proceed to the new user's page. We will add you as a user and send you the login information for your next visit.
Cross-Channel Marketing	Automated Preflight Requirements Pel Hughes has the ability to preflight your files automatically. Please follow these guidelines so that we may
ROI Metrics	check your incorning files within minutes of your upload. If you have a question that is not answered here, please contact our customer service department at 504.486.8646.
Lists & Data On Demand	 InDesign Please use the "package" feature in InDesign to collect your fonts and art into a single folder. Please compress this folder into a single file. Please ensure that the document is at the root level inside the enclosing folder. The folders for fonts and links need to be at this same level. Please see the
Strategic Marketing	Example. 3. If you are uploading multiple documents, please package and archive each one separately. 4. If you are upload a Most please use the problem teal in the Most CE or Swift to compress your folder.
Production	 If you are using a wac, prease use the archive tool in the wac OS or stuffit to compress your folder. This will protect the resource forks in the mac fonts. Do not copy the fonts to a PC as it can make typ 1 fonts unusable. If you are using a PC, please use WinZip to compress your files. PDF Export from InDesign
	Quark YPrace

4. Please fill out the information as requested. The fields marked with an asterisk are mandatory. Please ensure that the information is correct so that we can contact you. You may upload up to five files at a time. When you are satisfied, click the submit button. Please be patient as very large files can take several minutes. A bar will indicate your upload's progress.

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New User	'S			
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Company Nam	x *			
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	Your Name: * Compony Nome Your Email: * Your Phone: * Project Nome: Project Details: File 1. File 2. File 3. File 4. File 5. Upload File	Your Name: * Company Nome: * Vour Einal: * Your Phone: * Project Nome: Project Details: File 1. File 2. File 3. File 4. File 5. Upload Files	Your Name: * Company Nome: * Company Nome: * Your Email: * Your Phone: * Project Name: Project Name: Project Details: File 1. File 2. File 3. File 4. File 5. Upload Files	Your Name: * Company Nome: * Company Nome: * Your Email: * Your Phone: * Project Nome: Project Nome: Project Details: File 1. File 2. File 3. File 4. Browse File 4. Browse File 5. Browse Upload Files

5. Once you see this thank you screen, you can leave the site or upload additional files. A customer service representative will contact you via e-mail concerning job status and a user name and password for future use.

	PΞ	LHU	SHES		504.486.8646 Send File
Solutions Who	We Are	FAQS & Tips	Contact Us	Blog	Newsletter
Marketing On Demand	New Us	ers			
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Image Personalization	Your Name Company N	e A laine: *			
Cross-Channel Marketing	Your Email:				
ROI Metrics	Your Phone Project Nam	e: *			
Lists & Data On Demand	Project Det	ails:			
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Production	File 3: File 4: File 5:	Br Br	owse owse		
	Uploa	d Files			



1. Enter your email and password that was supplied to you

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Log In TESTED DAILY 11-JAN	

PELHUGHES File Upload Guide

2. You will now see your salesman's folder. Click on the link shown circled.

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	Home		Log Out
	1 + +		
	E Folders		
Folders		List View	
	Title ~	MB Uploaded Creator	
	Your sales representative is Rick Serio	0.00 6/7/10 j.gibbs	

3. Subfolders and notes can be added here. This can be very useful if you have multiple projects or items. (I.e., pocket folder, brochures, stepped inserts, etc) When you are ready, select upload files

	Search Files
	Log
io Upload File List View 📰 Thumb View 🖽	More Options Add Note Add URL Cet Direct Link
MB Uploaded - Creator	
	rio Upload File List View 📰 Thumb View 💷 MB Uploaded - Creator

4. Our system can transfer your files three different ways. The enhanced Java Uploader can move files greater than 2 GB, drag-and-drop capability and automatically zip your files. It requires that Java is enabled and up to date in your browser. Our system will try to load it on your browser. It may take over a minute to launch. Once the Java uploader is ready, go to page 14



5. If the Java uploader fails to load, you will see an error window. It gives you a link that you can correct the problem. If you would like to try the flash uploader, close the window (top right corner)

	close
8	In order to use the Java Uploader, you must have Java enabled in your web browser. Our system has detected that you currently have Java disabled in your web browser. Until you enable Java, you will be shown the Enhanced Flash Upload or the Standard Upload when you upload despite the below settings.
×	In order to use the Java Uploader you will need the latest version of Java installed and enabled in your browser. For a free download of the latest version of Java, visit <u>http://www.java.com/getjava/</u> . If you already have the latest version of Java installed and enabled, please contact our customer support for more assistance.
	<u>close</u>

6. Our system will now try to load the Flash loader. This allows automatic zipping of files with a maximum of 2 GB. Note: You can also choose the Standard Uploader. (see circle below) It works on most browsers. You can select multiple files, but you must zip your files manually. If Flash loads sucessfully, go to page 14. If you still have probems, try the Standard Uploader. See below

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Hor	me	
	Control location Interest Switch t	key while selecting files. To upload multiple files from different folder is , simply use the 'Choose Files' button multiple times. ied in uploading large files, entire folders, or drag and drop? to the <u>Enhanced Java Uploader</u> . itvely, If you are having problems uploading, try our <u>Standard Upload tool</u> .
	Files:	Choose Files Remove
	Title:*	
	Details:	(0/1000)
		Overwrite files with the same name Upload Files Back to Previous Page

PELHUGHES File Upload Guide

7. Our system will now switch to the Standard upload tool. It works on most browsers, and doesn't require a plugin. You can select multiple files, but you must zip your files manually.

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	Home	
7 Folders 7	To upload, pops up. T the file bro gigabytes . Interested and drop? Want to up Java instal	click the 'Browse' button and select files from the dialog window that o upload multiple files at once, click the 'add multiple files' link next to wse button. NOTE: Maximum file size for a single upload is 2 in uploading multiple files at once, uploading entire folders, or drag Switch to the <u>Enhanced Java Uploader</u> . load more than 5 files at a time without having to zip, but don't have led? Try our <u>Flash uploader</u> .
	File: * Title: * Details:	Browse add multiple files

8. You can enter a specific name for a file and enter up to 1000 characters about the file. If you hold down the shift key, you can select multiple files. When you are ready, select the upload files button. A progress bar indicates the status of your upload.

F	PELHUGHES	Search Files
en 7	Home Upload Files Upload Files to "Your sales representative is Rick Serio" Folder	
Told	To upload, click the 'Choose Files' button and select files from the dialog window that pops up. To upload multiple files at once, hold down the Shift or Control key while selecting files. To upload multiple files from different folder locations, simply use the 'Choose Files' button multiple times. Interested in uploading large files, entire folders, or drag and drop? Switch to the <u>Enhanced Java Uploader</u> Alternatively, If you are having problems uploading, try our <u>Standard Upload tool</u> .	
	21% of 3 megabytes transferred 20 sec remaining current file: Pixami DNA Cart Users Guide_081008.pdf Back to Previous Page	
		-

9. When the upload is complete, you will see your files on the server. The file size, upload date, and creator are shown. You can use the logout link at the top right.

👔 👍 🍦 Folders - Your sales representative is Rick Serio			More Options
Your sales representative is Rick Serio		Upload Files 🔒 Add Subfolder	Add Note
Send More Actions 💌		List View 📰 Thumb View 🖽	🧠 Get Direct Lin
Title	MB	Uploaded - Creator	
Pixami DNA Cart Users Guide_081008.pdf	3.55	1/11/11 j. giblet	
		Lo	g Out
back to top			po
		More Options	
		Add URL	

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InDesign Color Settings

Selecting the right blend space and document color mode is critical for maintaining color accuracy. Please review the attached screen shots and set accordingly. Selecting the wrong setting can alter your color the moment the document is saved.

ID A	dobe InDesign CS3		
File	Edit Layout Type Notes	Object Table	Color Settings
and the second	Undo Color Settings Redo	Ctrl+Z Shift+Ctrl+Z	Unsynchronized: Your Creative Suite applications are not synchronized OK for consistent color. To synchronize, select Suite Color Settings in Bridge.
	Cut Copy Paste Paste without Formatting Paste Into Paste in Place Alt Clear Duplicate Alt Step and Repeat	Ctrl+X Ctrl+C Ctrl+V Shift+Ctrl+V Alt+Ctrl+V Backspace +Shift+Ctrl+D Alt+Ctrl+U Ctrl+A	Settings: Custom Advanced Mode Working Spaces RGB: sRGB IEC61966-2.1 QMYK: U.S. Sheetfed Coated v2 Color Management Policies RGB: Off COMPANDERS (Ignore Linked Profiles)
	Deselect All InCopy Edit Original	Shift+Ctrl+A	Profile Mismatches: Ask When Opening Ask When Pasting Missing Profiles: Ask When Opening Description:
	Edit in Story Editor Quick Apply Find/Change Find Next Spelling	Ctrl+F Ctrl+F Alt+Ctrl+F	Position the pointer over a heading to view a description.
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InDesign Color Settings

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	Keyboard Shortcuts Menus Preferences	•

PELHUGHES InDesign Files

Pel Hughes has the ability to preflight your InDesign files automatically. We support all versions through CS5. Please follow these guidelines so that we may check your incoming files within minutes of your upload. If you have a question that is not answered here, please contact our customer service department at 504.486.8646.

1. Please use the "package" feature in Indesign to collect your fonts and art into a single folder.

2. Please compress this folder into a single file. Please ensure that the document is at the root level inside the enclosing folder. The folders for fonts and links need to be at this same level. Please see the example listed below.

3. Multiple documents can be processed as long as they all reside at the root level. There should only be one font and link folder.

4. If you are using a Mac, please use the archive tool in the Mac OS or Stuffit to compress your folder. This will protect the resource forks in the mac fonts. Do not copy the fonts to a PC as it can make type 1 fonts unusable.

5. If you are using a PC, please use WinZip to compress your files.

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📷 my document.indd	1,228 KB	InDesign Document	1/11/2011 2:16 PM			

PELHUGHES Indesign PDF Export Files

Pel Hughes has the ability to preflight your InDesign files automatically if saved in a pdf format. Please follow these guidelines so that we may check your incoming files within minutes of your upload. The document color mode and blend space should be set to cmyk, not rgb. If you have to change it, is necessary to check your colors in your document as they will have shifted. If you have a question that is not answered here, please contact our customer service department at 504.486.8646.

1. Follow the screen shots in order as shown.

Note: At any place in the screen shots that reference Acrobat 5 format, you can replace with any version up to Acrobat 8

1. Select export

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PELHUGHES Indesign PDF Export Files

2. Under the general tab, set your preferences to look like the screen shot. The compatability should be set to Acrobat 5 or higher

Export Adobe PDF	
Adobe PDF Pre <u>s</u> et: S <u>t</u> andard:	php (modified) None <u>Compatibility:</u> Acrobat 5 (PDF 1.4)
General Compression Marks and Bleeds Output Advanced Security Summary	General Description: [Based on '[High Quality Print]'] Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. Pages Image: 1-9 Spreads Spreads
	Options Embed Page Thumbnails Optimize for Fast Web View Create Acrobat Layers Create Tagged PDF Export Layers: Visible & Printable Layers Include Bookmarks Hyperlinks Interactive Elements Visible Guides and Baseline Grids Multimedia: Use Object Settings

PELHUGHES Indesign PDF Export Files

3. Under the compression tab, set your preferences as in the screen shot. Zip compression is very important. It is a lossless compression. Any other setting will lose quality.

Export Adobe PDF		
Adobe PDF Pre <u>s</u> et:	php (modified)	~
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General	Compression	
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Security Summary	Compression: ZIP Tile Size: 128	
	Grayscale Images	
	Do Not Downsample	
	for images above: 450 pixels per inch	
	Compression: ZIP Tile Size: 128	
	Image Quality: 8-bit	
	Monochrome Images	
	Do Not Downsample v 1200 pixels per inch	
	for images above: 1800 pixels per inch Compression: CCITT Group 4	
	□ Compress Text and Line Art □ Crop Image Data to Frames	
Save Preset	Export Cancel	

PELHUGHES Indesign PDF Export Files

4. Under the marks tab, set your preferences as in the screen shot. Crop marks need to have an offset of 12 points or .1667 inches. Be sure to include .125 inches for bleed if necessary.*
* Bleed is where the document has art or images that print to the edge of the sheet. These items must extend past the edge of the sheet .125 inches. An example appears on the next page.

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Save Preset	Export Cance	

PELHUGHES Bleed Example



PELHUGHES Indesign PDF Export Files

5. Under the output tab, set your preferences as in the screen shot. Set the color conversion to none. There is no need to include profiles*

*Color conversion and including profiles are only good if we have color profiled your printer and created a device link for you to use.

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	Description Description	
	Position the pointer over a heading to view a description.	

PELHUGHES Indesign PDF Export Files

6. Under the advanced tab, set your preferences as in the screen shot. Subset fonts to 1% (This allows us to make small text changes for you.)

Export Adobe PDF	
Adobe PDF Pre <u>s</u> et:	php (modified)
Standard:	None Compatibility: Acrobat 5 (PDF 1.4)
General Compression Marks and Bleeds Output Advanced Security Summary	Advanced Fonts Subset fonts when percent of characters used is less than: 1% All fonts with appropriate embedding bits will be embedded. OPI Omit for OPI: EPS PDF Bitmap Images Transparency Flattener Preset: php flat Ignore Spread Overrides Job Definition Format (JDF) Create JDF File Using Acrobat Adobe Acrobat 7.0 Professional or later to be installed. Checking this option automatically deselects the "Spreads" option in the General panel.
Save Preset	Export Cancel

PELHUGHES Indesign PDF Export Files

7. Under the security tab, set your preferences as in the screen shot. Ensure there is no security set for the document.

Export Adobe PDF	
Adobe PDF Pre <u>s</u> et: S <u>t</u> andard:	php (modified) Image: Compatibility: None Image: Compatibility:
General Compression Marks and Bleeds Output Advanced <u>Security</u> Summary	Security Encryption Level: Low (40-bit RC4) - Compatible with Acrobat 3 and Later Document Open Password Require a password to open the document Document Open Password: Permissions Use a password to restrict printing, editing and other tasks
	Permissions Password: Image: This password is required to open the document in PDF editing applications. Printing Allowed: High Resolution Image: Allowed: Any except extracting pages Image: Changes Allowed: Any except extracting pages Image: Enable copying of content and access for the visually impaired
Save Preset	Export Cancel

PELHUGHES Indesign PDF Export Files

8. Under the summary tab, save your preset so that the next time you export a pdf, select your preset and all the settings will be correct.

Export Adobe PDF			
Adobe PDF Preset:	php (modified)		~
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Advanced Security			~
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Save Preset			

PELHUGHES Indesign PDF Export Files 9. Give your preset a name.

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Save Preset As: Adobe PDF Preset 1	OK Cancel

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Illustrator Color Settings

Selecting the right blend space and document color mode is critical for maintaining color accuracy. Please review the attached screen shots and set accordingly. Selecting the wrong setting can alter your color the moment the document is saved.

🛄 Adobe	e Illustrator - [Untitled-1 @ 11	Color Settings	
File E No Sel	dit Object Type Select Filter I Undo Document Color Conversion Redo Shift+ Cut Shift+ Cut Shift+ Cut Copy Paste Shift+ Paste Paste in Front Shift+ Paste in Back Clear Shift+ Find and Replace Find Next Shift+ Check Spelling Edit Custom Dictionary Shift+ Define Pattern Edit Colors Edit Original Transparency Flattener Presets Shift+	Vorsynchronized: Your Creative Suite applications are not synchronized for consistent color. To synchronize, select Suite color Settings in Bridge. Settings: Custom Advanced Mode Working Spaces RGB: sRGB IEC6 1966-2.1 CMYK: U.S. Sheetfed Coated v2 Color Management Policies RGB: Preserve Embedded Profiles RGB: Preserve Embedded Profiles @ CMYK: Preserve Numbers (Ignore Linked Profiles) Profile Mismatches: Ask When Opening Ask When Pasting Missing Profiles: Ask When Opening Description: Preserves the document profile when opening CMYK documents. Ignores any CMYK profiles in linked content. For colors imported to RGB, color appearance override snumeric values. For colors imported to CMYK, numeric values override appearance.	OK Cancel Load Save
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PELHUGHES

Illustrator Color Settings

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Pel Hughes has the ability to preflight your Illustrator files automatically if saved in a pdf format. Please follow these guidelines so that we may check your incoming files within minutes of your upload. The document color mode and blend space should be set to cmyk, not rgb. If you have to change it, is necessary to check your colors in your document as they will have shifted. If you have a question that is not answered here, please contact our customer service department at 504.486.8646.

1. Follow the screen shots in order as shown.

Note: At any place in the screen shots that reference Acrobat 5 format, you can replace with any version up to Acrobat 8

1. Select save as

Save As						?×
Save in:	🞯 Desktop		*	3 🕸 🖻	-	
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2. Make sure the compatability is set to Acrobat 5 or higher

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General Compression Marks and Bleeds Output Advanced Security Summary	General Description: These are the default settings when saving an Illustrator file as an Adobe PDF document. Use these settings when you plan on editing the file again in Illustrator, or when you need to place it in a layout application such as InDesign, or when the final use of the file is unknown. Options Preserve Illustrator Editing Capabilities Brnbed Page Thumbnails Optimize for Fast Web View View PDF after Saving Create Acrobat Layers from Top-Level Layers Create Multi-page PDF from Page Tiles
Save Preset	Save PDF Cancel

3. Zip compression makes your file smaller without losing quality. If you use any other setting, your images will lose quality

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Standard: None	Compatibility: Acrobat 5 (PDF 1.4)
General Compression Marks and Bleeds Output Advanced Security Summary	Compression Color Bitmap Images Do Not Downsample ISO ppi for images above 225 ppi Compression: ZIP Tile Size: 128 pixels Image Quality: 8-bit Grayscale Bitmap Images Do Not Downsample ISO ppi for images above 225 ppi Compression: ZIP Tile Size: 128 pixels Image Quality: 8-bit Monochrome Bitmap Images Do Not Downsample 300 ppi for images above 450 ppi
	Compression: ZIP
	Compress Text and Line Art
Save Preset	Save PDF Cancel

4. Crop marks need to have an offset of .125 inches. Please select .125 inches for bleed if necessary*

*Bleed is where the document has art or images that print to the edge of the sheet. All art must extend past the edge .125 inches for optimal reproduction. Page 23 shows an example of bleed.

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General Compression Marks and Bleeds Output Advanced Security Summary	Marks Ma
Save Preset	Save PDF Cancel

5. Under the output tab, set your preferences as in the screen shot. Please set the color conversion to none. Do not include profiles.*

*Color conversion and including profiles are only good if we have color profiled your printer and created a device link for you to use.

Save Adobe PDF	
Adobe PDF Preset: Cu Standard: No	ne Compatibility: Acrobat 5 (PDF 1.4)
General Compression Marks and Bleeds Output Advanced Security Summary	Output Color Color Conversion: No Conversion Destination: N/A Profile Inclusion Policy: Don't Include Profiles PDF /X Output Intent Profile Name: N/A Output Condition Name: Output Condition Identifier: Registry Name: Mark as Trapped Description No profiles will be embedded in the PDF. Use this option if the application or output device that will use the Adobe PDF file doesn't need to translate colors into another color space.
Save Preset	Save PDF Cancel

6. Under the advanced tab, set your preferences to look like the screen shot. Subset fonts to 1% (This allows us to make small text changes for you)

Save Adobe PDF	
Adobe PDF Preset: Custo Standard: None	e Compatibility: Acrobat 5 (PDF 1.4)
General Compression Marks and Bleeds Output Advanced Security Summary	Advanced Fonts Subset fonts when percent of characters used is less than: 1% Image: All fonts with appropriate embedding bits will be embedded. Overprint and Transparency Flattener Options (PDF 1.3 Only) Overprints: Preserve Preset: [Medium Resolution] Image: Custom
Save Preset	Save PDF Cancel

7. Under the security tab, set your preferences to look like the screen shot. Ensure there is no security set for the document.

Save Adobe PDF	
Adobe PDF Preset: Cus	tom
Standard: Nor	ne Compatibility: Acrobat 5 (PDF 1.4)
General Compression Marks and Bleeds Output	Security Encryption Level: High (128-bit RC4) - Acrobat 5 and later
Advanced Security Summary	Require a password to open the document
	Document Open Password:
	When set, this password is required to open the document.
	Use a password to restrict editing Security and Permissions settings
	Permissions Password:
	\oplus This password is required to open the document in PDF editing applications.
	Acrobat Permissions
	Printing Allowed: High Resolution
	Changes Allowed: Any except extracting of pages
	Enable copying of text, images, and other content
	Enable text access of screen reader devices for the visually impaired
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Save Preset)	Save PDF Cancel

8. Under the summary tab, save your preset so that the next time you export, all the settings will be correct. Be sure to select this preset each time you export.

Save Adobe PDF		
Adobe PDF Preset: Custo Standard: None	Compatibility: Acrobat 5 (PDF 1.4)	
General Compression Marks and Bleeds Output Advanced Security Summary	Summary Options: Adobe PDF Preset: PelHughes Compatibility: Acrobat 5 (PDF 1.4) Standard: None Description Description Description General Description General Output Marks and Bleeds Output Advanced Security Security	
	Warnings: The Document Raster Effects resolution is 72 ppi or less.	
Save Preset	Save Summary	

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9. Give your preset a name.

Save Preset		
Save Preset As: Adobe	PDF Preset 1	OK Cancel

10. You can now select your preset for future use.

Save Adobe PDF		
Adobe PDF Preset:	php_08.2010	
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Standard:		
	[Illustrator Default]	
General	[High Quality Print]	
Marks and Bleeds	[PDE/X_1a/2001]	
Output	[PDF/X-3:2007]	
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Quark Files

Pel Hughes has the ability to preflight your Quark files automatically if saved in a pdf format. Please follow these guidelines so that we may check your incoming files within minutes of your upload. If you have a question that is not answered here, please contact our customer service department at 504.486.8646.

1. Follow the screen shots in order as shown. Note: At present, if you upload a Quark file collected for output, we will process but automatic preflighting cannot occur.

1. Select export

QuarkXPress	File Edit Style	Item P	age Layout	Table	View	Utilities
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41	Print Output Job	¥P ጊርዝር		-		

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2. Under Pages, nothing should be selected

erification: Non	e 🔹
Pages Meta Data Hyperlinks Compression Color Fonts Marks Bleed Layers Transparency OPI DF Summary	Page Options Spreads Export pages as separate PDFs Include Blank Pages Embed Thumbnail Color Thumbnail \$

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3. Under Meta Data, nothing should be entered

/erification: Non	2	\$
Pages Meta Data Hyperlinks Compression Color Fonts Marks Bleed Layers Transparency OPI JDF Summary	Meta Data Title: Subject: Author: Keywords:	Layout 1
		Canture Settings Cancel OK

PELHUGHES

4. Under Hyperlinks, nothing should be enabled.

PDF Style: New	setting 🗘
erification: None	*
Pages Meta Data Hyperlinks Compression Color Fonts Marks	 Include Hyperlinks Export Lists as Hyperlinks Export Indexes as Hyperlinks Export Lists as Bookmarks Use All Lists
Bleed Layers Transparency OPI IDF Summary	O Use List:
	Display: Inherit Zoom +

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5. Under compression, please choose these settings

PDF Style: New	setting
erification: None	•
Pages Meta Data Hyperlinks Compression Color Fonts Marks Bleed Layers Transparency OPI JDF Summary	Color Images Compression: Manual ZIP (8 bit) Resolution: Bicubic Downsample Grayscale Images Compression: Manual ZIP (8 bit) Resolution: Bicubic Downsample Monochrome Images Compression: CCITT Group 4 Resolution: Downsample to: 1800 dp

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6. Under color, please select "as is". This will preserve spot colors.*

*If your job is process color for the press, we will convert for you. If your job is to be printed digitally, preserving spot colors will give you a better match.

None	<u>.</u>	
Pages	Color Op	tions
Meta Data Huperlinks	Mode:	Composite
Compression	Setup:	As Is
Fonts		Plate
Marks Rieed	2	Cyan
Layers	1	Magenta
Transparency	2	Yellow
OPI IDF Summary	e	Black

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7. Under fonts, select all

_	PDF Export Options for Layout 1
PDF Style: New	setting
Verification: None	:
Pages Meta Data	Font Options Select All
Compression Color	Download Font
Marks Bleed Layers Transparency OPI JDF Summary	
	Capture Settings Cancel OK

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8. Under marks, select centered and change the offset to .125 inches. Bleed marks are not necessary, but you can include them

	PDF Export Options for Layout 1
PDF Style: New Verification: Non	e setting
Pages Meta Data Hyperlinks Compression Color Fonts Marks Bleed Layers Transparency OPI JDF Summary	Registration Marks Options Mode: Centered Width: 0.003" Length: 0.194" Offset: 0.125" Include Bleed Marks
	Capture Settings Cancel OK

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9. Under the marks tab, set your preferences to look like the screenshot. Be sure to include bleed if your document contains bleed.*

* Bleed is where the document has art or images that print to the edge of the sheet. These items must extend past the edge .125 inches for optimal reproduction. Call us for more information.

erification. None	è 🔽
Pages Meta Data Hyperlinks Compression	Bleed Options Bleed Type: Symmetric
Color Fonts Marks	Amount: 0.125" Left: 0.125" Bottom: 0.125" Right: 0.125"
Bleed Layers Transparency OPI IDF Summary	Clip at Bleed Edge

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10. Select the appropriate layers for output

/erification: Non	e	\$
Pages Meta Data Hyperlinks	Layer Options Select All	Apply to Layou
Compression Color Fonts Marks Bleed	Print • Name	
Layers Transparency OPI JDF Summary	Plates used on selected Layer: No selection	
	Create PDF Layers	

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11. We will flatten transparency. Please choose the settings we have indicated.

	ew setting			•	
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leed	Item	Resolut	tion		
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DF ummary	Drop Shadows	150	\$	dpi	
	✓ Upsample Rotat To 300 dpi f Transparent Objects In	ions for images Imported	less t PDF 8	han 200 Al Files _	dpi

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12. OPI settings

OPI Options OPI Active TIFF Options Include Images EPS Options Include Images	
	 □ OPI Active TIFF Options ☑ Include Images □ Low Resolution EPS Options ☑ Include Images

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13. JDF settings are not necessary

Verification: Nor	ne 🔷
Pages Meta Data Hyperlinks Compression Color Fonts Marks Bleed Layers Transparency OPI JDF Summary	JDF Options

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14. Save your settings

81 1	Custom Settings Default PDF Output Style PDF/X-1a:2001				
PDF Style: /erification:	PDF/X-3:2002 Press - High Quality/High Resolution Print - Medium Quality/Medium Resolution Screen - Low Quality/Low Resolution Screen - Medium Quality/Low Resolution Hi-Res with bleeds				
Pages Meta Data Hyperlinks	Vew Settings New PDF Output Style				
Compression Color Fonts Marks Bleed		specification that do Ignore Transpare Flatten Transpare	esn't allow ency ency	transpa	rency.
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Summary		✓ Upsample Rotati To 300 dpi f	ons or images	s less t	han 200 dpi

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15. Name your output style so that you can use these settings in the future.

-	New PDF Output Style
Name:	New PDF Style
	Cancel OK

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General PDF Settings

Many applications can produce a press quality PDF. Some of them are FreeHand, PageMaker, FrameMaker, CorelDraw, and the Microsoft Suite of products, just to name a few. If they support an export to pdf, please adjust the settings to the items listed below. If you are unclear about the instructions, please call us at 504.486.8646.

PDF version - You need to be able to save at least a 1.3 format

Fonts - All fonts need to be included, even system fonts. This is very important as the default setting in many applications is not to include common system fonts. There are many foundries of common fonts and they are not the same in many attributes. If there is an option to subset fonts, turn it off if possible. If not set subsetting to a minimum.

Images - If compression options are given, select ZIP (8 bit) compression if possible. Other select highest quality. Include all images at highest resolution possible.

Color - If the application supports it, select no color management or no color adjustment necessary. This is very important, as undesirable color shifts can occur. It is also important to note that Microsoft products work in the rgb color space, so digital printing is recommended. Microsoft Publisher can support CMYK and spot color printing. Look for these settings as different versions place it in different places.

Color profiles should not be included.

Security - Turn off if possible or select no security.

Bleed - FreeHand, PageMaker, FrameMaker, CorelDraw, and Microsoft Publisher all support bleed. This needs to be set at .125 inches, and the objects place on your pages need to extend past the trim that .125 inches if you want a superior product.

Marks - FreeHand, PageMaker, FrameMaker, CorelDraw, and Microsoft Publisher all support the ability to put trim marks. Please set to .125 point thick with an offset of 12 points or .167 inches.

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Distiller Settings

For PC Users

Download this job option and select when distilling files. If you have a question that is not answered here or you are experiencing difficulties with our system, please email us at support@pelhughes. com and we will reply immediately.

Place this file in Documents and Settings\your name\Application Data\Adobe\Adobe PDF\Settings

It is attached to this document. It's name is php_08.2010.joboptions. Click on the paperclip at the bottom left if the attachments are not visible below. Use the right hand button and save as to the appropriate location.

For MAC Users

Download this job option and select when distilling files. If you have a question that is not answered here or you are experiencing difficulties with our system, please email us at support@pelhughes. Place this file in user/Library/Application Support/Adobe/Adobe PDF/Settings

It is atached to this document. It's name is mac_php_08.2010.joboptions. Click on the paperclip at the bottom left if the attachments are not visible below. Use the right hand button and save as to the appropriate location.