# Oregon Lithoprints Document Layout Guidelines

In this document we have tried to give you general guidelines for setting up and then submitting a document. Documents can be set up in several different formats: Book (page 2), Tabloid (page 3), Broadsheet (page 4), Digest (page 5) . This is not meant to be a complete guide to document creation but a very general guide. *If you have any questions please feel free to contact us and we would be glad to assist you. Contact the Prepress Manager at: chadfield@oregonlitho.com*

## General Guidelines

1. Use the following pages to determine your document setup: finished trim size or finished folded size, margins and bleeds (when necessary).

2. When building a Book layout, your final page count should be divisible by 4 and 8 being the smallest page count, e.g., 8, 12, 16, 20, 24, 32. When building a Tab layout your page count should be divisable by 4, e.g., 4, 8, 12, 16. On a Standard layout, the page count needs to be divisable by 2 and on a Digest, divisabe by 8. Always submit in Readers spreads (1,2,3...) versus Printers spread (1-16, 2-15....).

3. If you're using spot or process color in your document, use the Separations Preview within InDesign to verify colors are "breaking out" properly. You must turn Separations Preview "On" to view the separations. (Example 1) If you're printing spot color, all elements on the page must print on either the spot color separation or the black separation. Use the "Pantone solid uncoated" library when selecting spot colors. Contact us for the list of Pantone colors we keep in stock. Extra charges may be incurred for colors not in stock.

4. If your project prints in process colors only (CMYK) convert all spot colors to Process before making the final PDF for submitting to us. Double click on the Swatch color in the Swatches pallet to open the Swatch Options. (Example 2) You can also use the Ink Manager in the Swatches pallet (fly-out menu). Select "All Spots to Process".

5. Images should be in the Grayscale color mode if printing Spot or Black only. They should be in the CMYK color mode if printing process color. This is typically done in Photoshop and you can download the color settings file (.csf) from our website: http://www.oregonlitho.com/resources/prepress_assistance/prepress_assistance.html.

6. When preparing your document, take into consideration the mechanical tolerances of a Cold-set Web Press. I'm referring to what we call "web growth". When the paper passes through the units of the press, it stretches a very small amount. This causes misregistration issues. We make adjustments to allow for this stretch, but there are design elements that can be more difficult to compensate for. Particularly colorized text building out of process color and white text knocking out of elements using more then two of the process colors. When using these types of elements, try and use only 2 of the process colors and maybe a small amount of a third, 12pt or greater, sanserif font. Watch out for text elements using all four of the process colors (CMYK), it would not be possible to keep this type of text in registration on the press. (Example 3)

7. If you're using InDesign as your layout program, we would prefer you send a PDF as your final output file format. You can also send an InDesign "Package" along with a PDF. You can download the "Adobe PDF Preset" to use in InDesign that optimizes the PDF settings for our workflow. Download this file at: http://www.oregonlitho.com/resources/prepress_assistance/prepress_assistance.html

8. Naming conventions: Name your file so we know the project it's associated with. If sending multiple files, add the page numbers to the name. Your document may be processed by different applications running on various operating systems to get imposed and output on film or plate. Each operating system or application has its own rules that file names should adhere to. By sticking to the lowest common denominator, you avoid problems with files that get renamed or cannot be read. Use filenames that are no longer than 25 characters and stick to the standard 26 characters of the alphabet and numerals from 0 to 9. Use an underscore instead of a space if you want to separate words in a filename. Never ever start or end filenames with a space or put slashes (/), backslashes (\) or ':' in filenames. Avoid putting more than one period (a '.') in a filename.

9. Once your project is completed we ask that you supply us with the needed information using our online tools. You can go to: http://www.oregonlitho.com/servicecenter/oli_work_order.html, and fill out the required fields. You can also attach the files needed for the project. At the bottom of the form, hit the Submit button and your information will be sent to our Message Center. It's just that easy!

10. If you need to send just the files you can go to: http://www.oregonlitho.com/servicecenter/send_file.html, and send just the file.

# Book Document Layout

Within InDesign, go to the File Menu >
Document Setup >
Page Size = Width, 8.375" >
Height, 10.75" >
Bleed, .125" (all four sides)

Layout menu > Margins and Columns
Enter, .5 (all four sides)

A Web Press prints on large rolls of paper up to 35" wide. OLI's set cutoff is 22 3/4". At that length the paper is cut into a sheet and then folded and trimmed to the appropriate size.
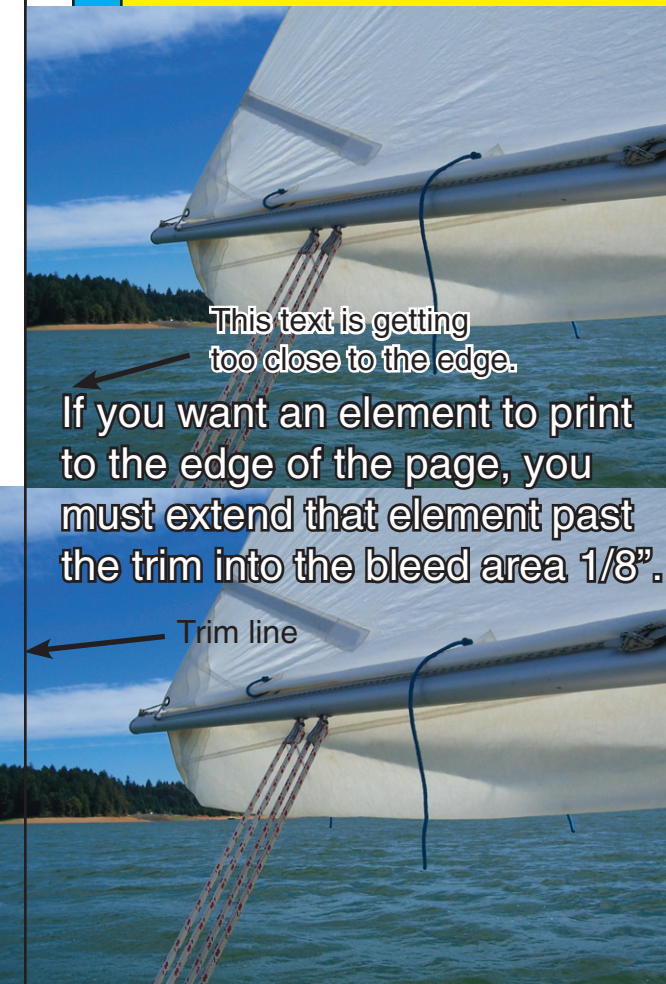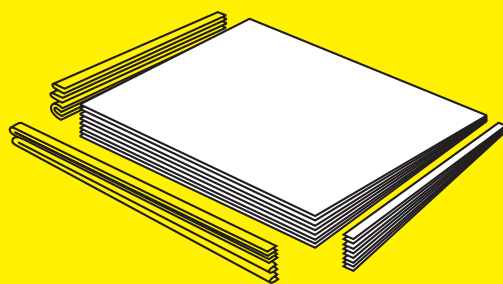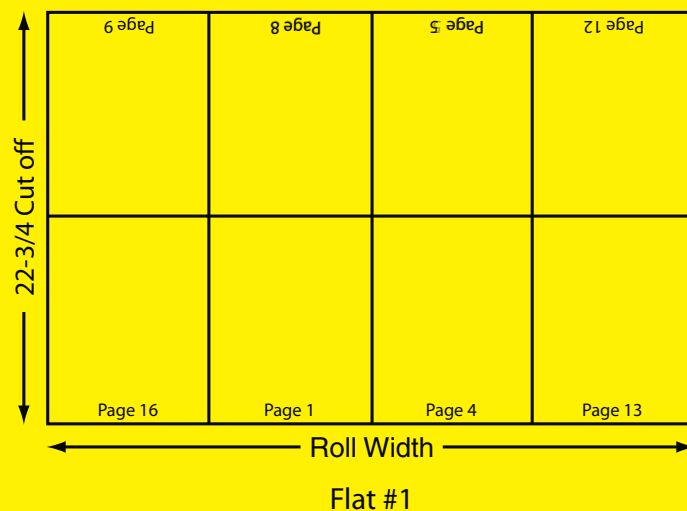
This text is getting too close to the edge.

If you want an element to print to the edge of the page, you must extend that element past the trim into the bleed area 1/8".

← Trim line

| Page 9 | Page 8 | Page 5 | Page 12 |
|--------|--------|--------|---------|
|        |        |        |         |
| Page 16 | Page 1 | Page 4 | Page 13 |

22-3/4 Cut off

← Roll Width →

Flat #1

This is the "outer limits" area. Nothing should extend past this area unless its meant to bleed.

## OLi OREGON LITHOPRINT INC.

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1/2" Margin area, this is the No Print Zone (unless the information bleeds)

Bleed: All elements meant to print to the edge of the page need to extend past the page edge by 1/8"

This is where the book will trim, height = 10.75

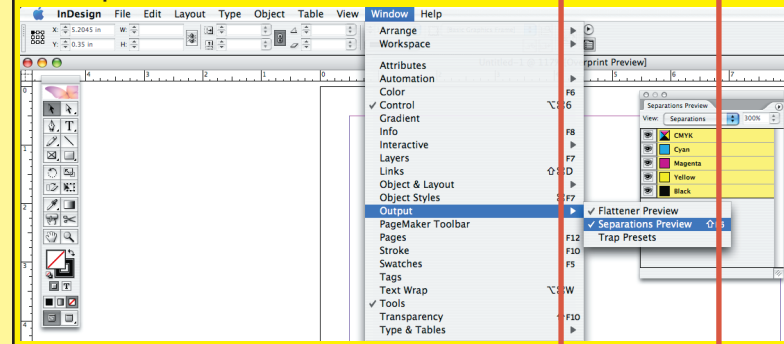No closer than 1/4" to the trim

Tab Information

This is where the book will trim, width=8.375

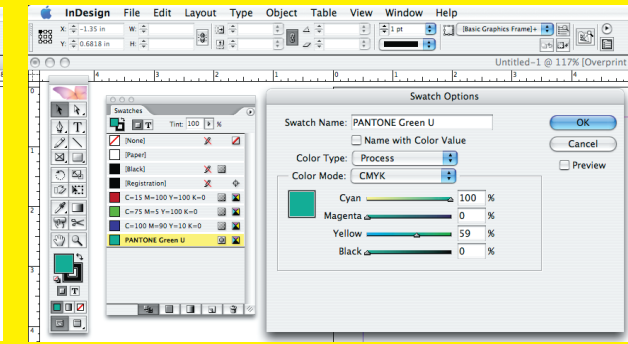This is the image area, 7.375 x 9.75. Should contain all elements meant to print.

Margin area = .5

Margin area = .5

Margin area = .5

Example 1

Example 2

# Tabloid Document Layout

Within InDesign, go to the File Menu >
Document Setup >
Page Size = Width, 11.375" >
Height, 12.5" (for a 25" web) >
NO Bleed

Layout menu > Margins and Columns
Enter, .5 (all four sides)

This is the finished width of a tabloid, 11 3/8"" (11.375")

This is the "outer limits" area. Nothing should extend past this area, it will not print.

This is the image area, 10.375 x 16.5, should contain all elements meant to print.

This is the finished height of a tabloid when printed on a 35" roll, 17 1/2" (17.5")
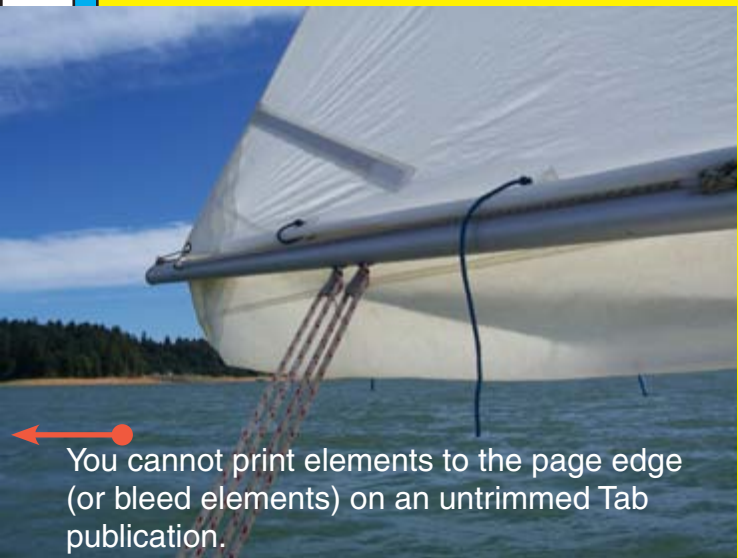
You cannot print elements to the page edge (or bleed elements) on an untrimmed Tab publication.
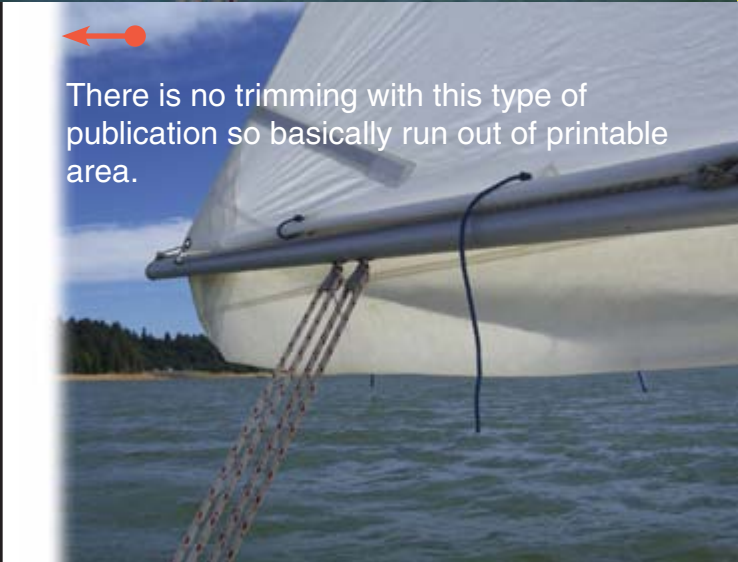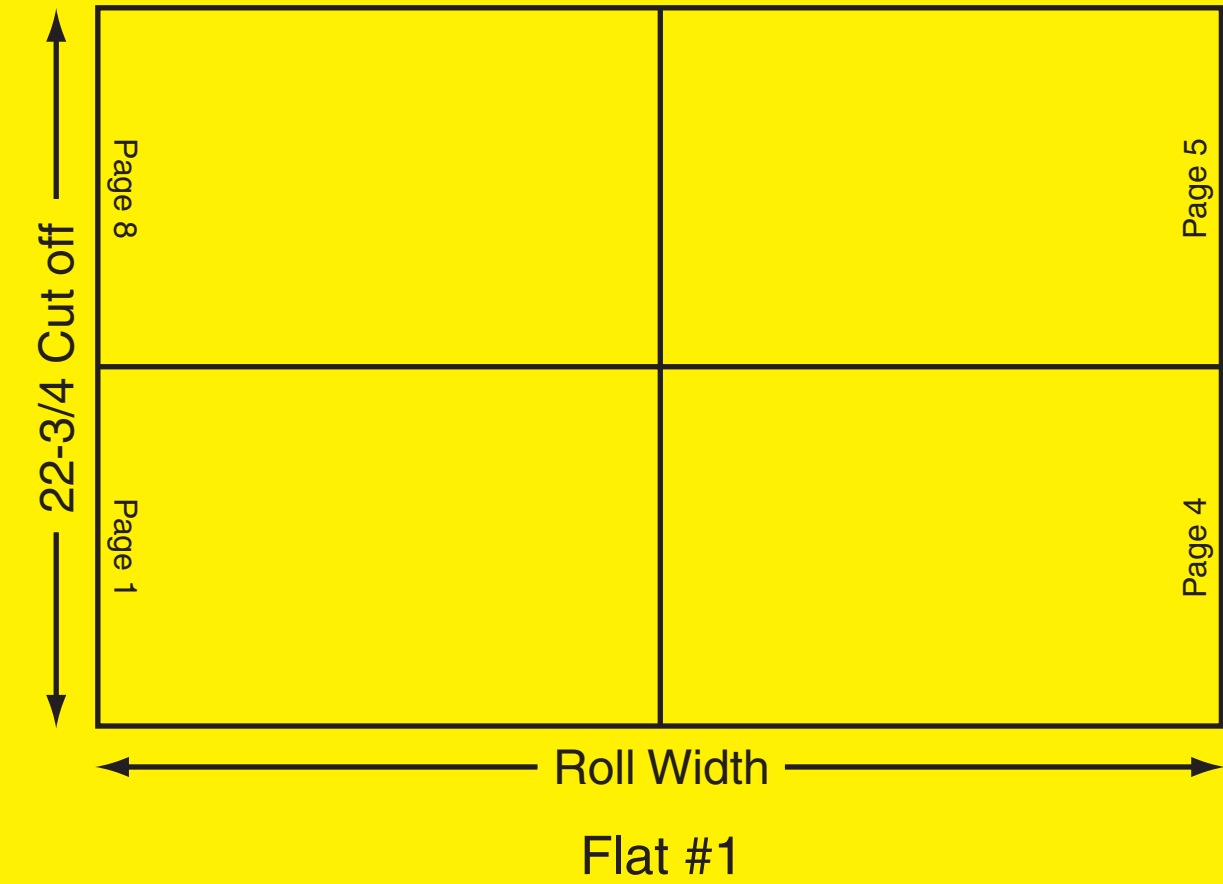
There is no trimming with this type of publication so basically run out of printable area.

If you want to create a cross over, i.e., elements that cross over the gutter from one page to another as in this example, set it up as I have done here. Set it up as two facing pages and treat them as one large page. When you send the PDF to us, don't send as printers spreads, send as readers spreads. The pages wil be treated as seperate pages in the PDF but when we "merge them" back together with imposition software, it will appear they are one page.

1/2" Margin area, this is the No Print Zone
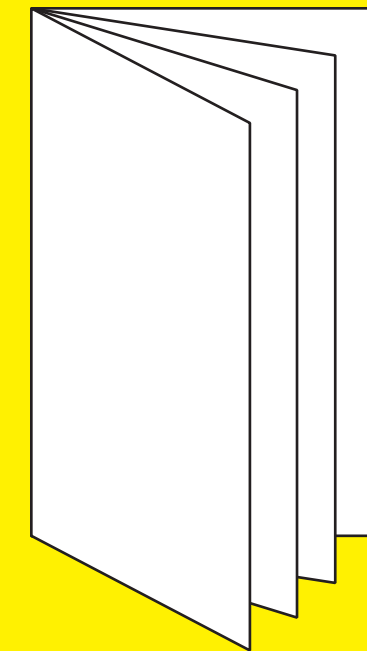
Margin area = .5

Margin area = .5

The height dimension of a Tabloid document will change according to the roll width.

Typical Tabloid finished sizes are:
35" Roll = 11.375 x 17.5 finished size
32" = 11.375 x 16
30" = 11.375 x 15
28" = 11.375 x 14
25" = 11.375 x 12.5

22-3/4 Cut off

Page 8

Page 5

Page 1

Page 4

Roll Width

Flat #1

## Example 3

Colorized Text using two process colors: c=100 y=65

Colorized Text using four process colors: c=100 m=15 y=65 k=8

White text knocking out of three process colors
c=100 m=68 y=30

White text knocking out of four process colors
c=100 m=61 y=20 k=15

Although there's not a large difference in color hue, the text on the left would be much easier to keep in register.

Margin area = .5

# Broadsheet Document Layout

This is the finished height of a Standard, 22 3/4 (22.75)

Margin area = .5

This is the finished width of a Standard on a 25" roll, 12 1/2 (12.5)

This is the "outer limits" area. Nothing should extend past this area, it will not print.
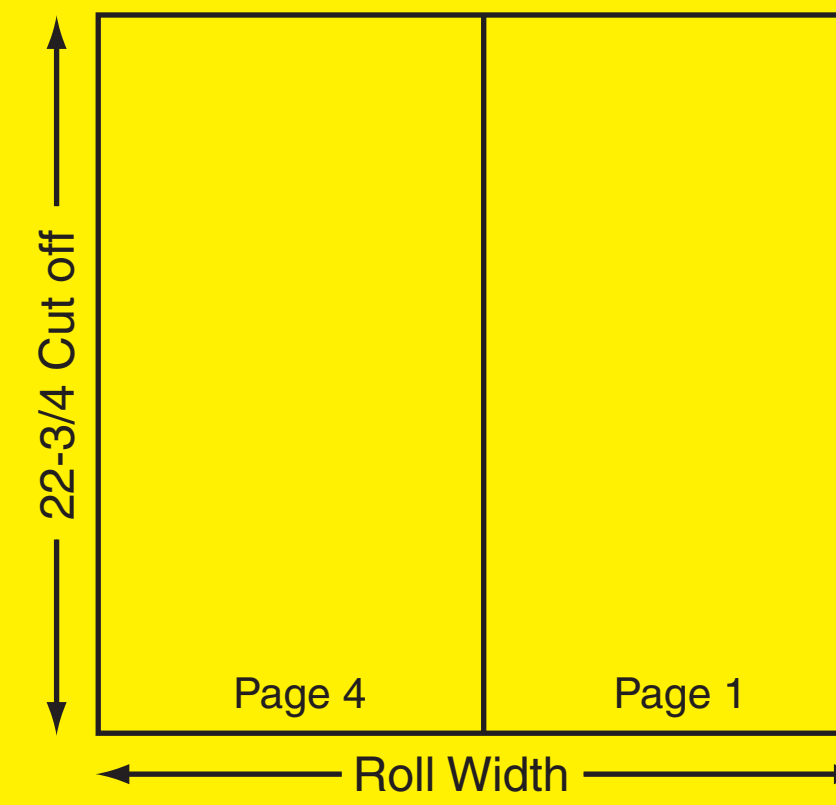
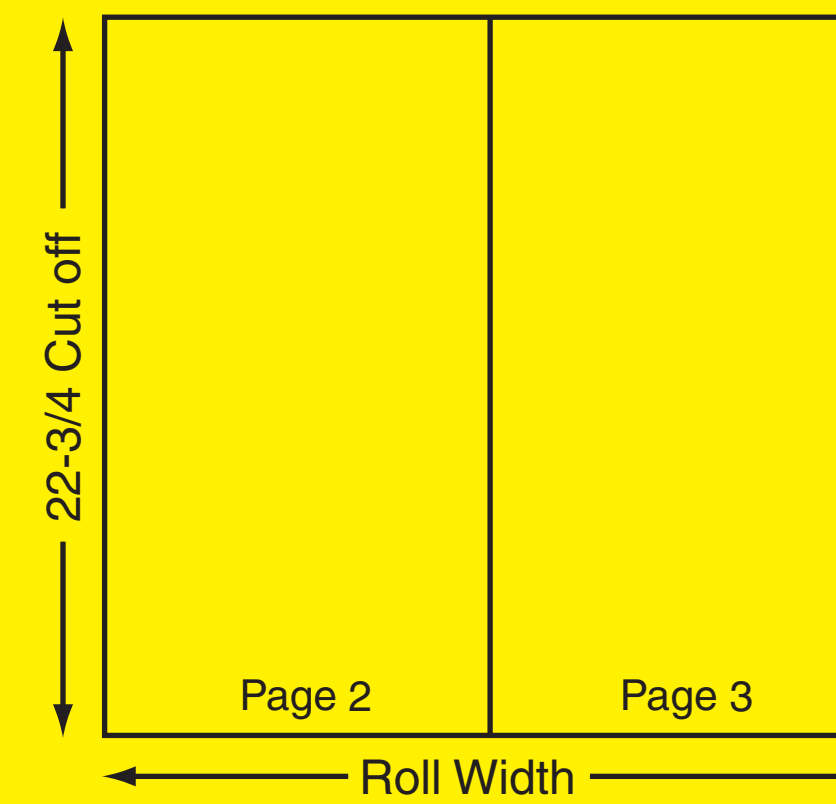This is the image area, 11.5 x 21.75, should contain all elements meant to print.

If you want to create a cross over, i.e., elements that cross over the gutter from one page to another as in this example, set it up as I have done here. Set it up as two facing pages and treat them as one large page. When you send the PDF to us, don't send as printers spreads, send as readers spreads. The pages wil be treated as seperate pages in the PDF but when we "merge them" back together with imposition software, it will appear they are one page.

The height dimension of a Broadsheet document will always be 22.75
The width will change according to the roll width.
Typical Broadsheet finished sizes are:
35" Roll = 17.5 x 22.75 finished size
32" = 16 x 22.75
30" = 15 x 22.75
28" = 14 x 22.75
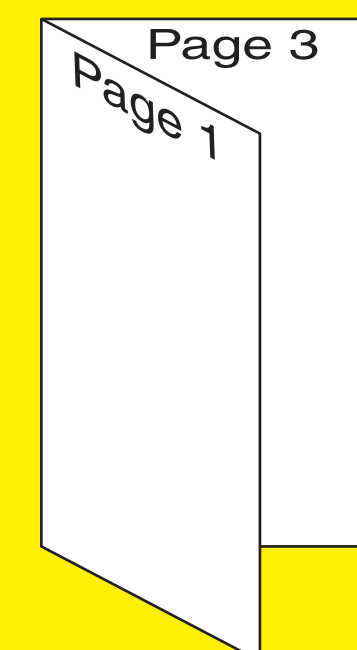25" = 12.5 x 22.75, as shown here
23" = 11.5 x 22.75

Margin area = .5

22-3/4 Cut off

Page 4    Page 1

Roll Width

Flat #1

22-3/4 Cut off

Page 2    Page 3

Roll Width

Flat #2

Page 3
Page 1

Margin area = .375

# Digest Document Layout

Within InDesign, go to the File Menu >
Document Setup >
Page Size = Width, 5.25" >
Height, 8.25" >
Bleed, .125" (all four sides)

Layout menu > Margins and Columns
Enter, .375 (all four sides)

This is the height of the image area, 7.5"

Margin area = .375

This is the image area, 4.5 x 7.5.
Should contain all elements meant to print.

Margin area = .375

Margin area = .375

| | | | |
|---|---|---|---|
| Page 21 | Page 12 | Page 13 | Page 20 |
| Page 29 | Page 4 | Page 5 | Page 28 |
| Page 32 | Page 1 | Page 8 | Page 25 |
| Page 24 | Page 9 | Page 16 | Page 17 |

22-3/4 Cut off

Roll Width

Flat #1

Use this area for page numbers and other elements but do not get closer than 1/4" to the trim

No closer than 3/16" to the trim

Tab Information

Bleed: All elements meant to print to the edge of the page need to extend past the page edge by 1/8"

This is where the book will trim, heigth=8.25"

This is where the book will trim, width=5.25"

This is the "outer limits" area. Nothing should extend past this area unless its meant to bleed.