THOMSON-SHORE
Helping you put your best book forward®

*Guideline For...*Submitting Offset Files

Welcome to Thomson-Shore. This is an exciting opportunity and we look forward to working with you.

Offset printing allows for large volume printing at lower cost per book and with the ability to customize the design of your book. There are multiple paper, cloth, and binding options in addition to the ability to order special order items or use furnished components.

What you can expect: *When you upload your text, insert and cover PDF files, the files will be preflighted, issues will be reported to you via Customer Service Representative and when you are ready, your book will be produced per the files provided.*

If at anytime you require assistance, please contact your Customer Service Representative.

Preflighting is defined as an automated software that checks **low resolution graphics** (300 dpi halftones and 1200dpi line art recommended), **fonts not embedded**, **rule lines** below .001"(text) and .007"(covers). Thomson-Shore flags low resolution graphics that are at **225 dpi or lower for halftones and 600 dpi or lower for line art.**

Job Engineering your title:
Our team reviews your files to ensure the following is in compliance with standards. In order to avoid delays in the front end process, please review your files for the following:

TEXT
❑ Convert all files to pdf.
❑ Correct and uniform trim size throughout the text file; pages have same orientation.
❑ Pattern fill is used
❑ If text is black – ensure that all text is black.
❑ Uniform running heads, footers and page numbers. No significant bouncing of elements.
❑ Bleed allowance must be 1/8" (.125").
❑ Margins should be uniform and defined in the PDF file.
❑ Total number of text pages are divisible by 8.
❑ Ensure graphics are grayscale; convert if not.
❑ Rule lines must be defined no smaller than .001" (.1 pt). Any rule lines smaller than that
   may not show up when printed.
❑ Type and art must be 3/16" (.188") away from the trim edge. Also spine type and art should
   be 1/32" (.031) away from the spine edge.
❑ Color Text: convert RGB and indexed color to CMYK.
❑ InDesign CS4: If the version number of InDesign is less than 6.0 4, download 6.04. 6.0 3 and below have bugs that cause font distortion.
❑ Do not use Quartz PDFContext to create PDF; this PDF creator sometimes causes kerning that cannot be seen from the PDF but is visible at printing.

COVERS, CASES, COLOR PAGES
❑ Convert PMS colors to 4-c process
❑ Casebound and Softbound spine bulk is a minimum of 1/8" and a maximum of 1-9/16". The
   Thomson-Shore spine bulk program is located at www.thomsonshore.com
❑ Review color spaces. All RGB and indexed color must be converted to CMYK. Colors on covers should be layered and overlap properly.
❑ Provide embossing, spot UV, matte etch, foil stamping files separately.

If you would like more detail regarding preparation of text or cover, please see our guidelines located at www.thomsonshore.com