

# Guidelines For...



## Preparing and Submitting Art for Digital P-file Scanning

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*P-file is the terminology that we use for the process of providing art for scanning in advance of the final files being provided for printing. The scans will be returned to you on a CD with guidelines for using the art.*

- Line Art scans are prepared at 1000 dpi
- Grayscale (halftone) scans are prepared at 300 dpi
- Color images are prepared at 300 dpi
- Default line screen is 150 lpi

*If your P-file art is properly prepared, we will ship your CD-R and original art to you within 3 to 10 business days of receipt of job. We will remove the scans from our server one month from the date your CD is shipped. **Take good care of the CD as it is the only archive of these scans.***

*The standard for providing the following information is attaching a tag to the bottom of the photo. Often the publisher will have their own "camera tags" with fields for this information. Another means is using sticky notes, use caution with these as they easily fall off. Securing them with tape may be an option if the art is not fragile or easily damaged.*

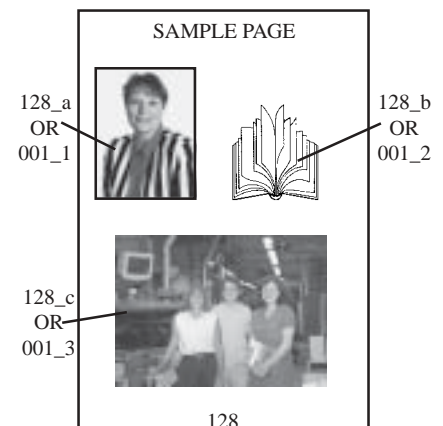
### 1) Sizing the illustrations

- Reductions: sizing information is not necessary for art that is being reduced; however substantial reductions may result in loss of fine detail. *For best results we recommend that art being reduced 50% or more be scanned at the reduced percentage. This will avoid loss of detail and will keep the file size smaller.*
- Enlargements: sizing information must be provided for ALL enlargements. The final scan will allow for an enlargement of 30%. *Anything that is printing at 130% or greater needs to be scanned accordingly to avoid pixelization.*

### 2) Naming Conventions

We suggest that you use the following tips for naming your graphic files. You want to give the files names that are identified easily by the compositor. Using numbers rather than names lets them type in the number to locate the file on the system. If you do not provide file names we will use the same conventions as described below.

- Limit the file name to eight characters.
- Provide either a page number or figure number, using a 3 digit numbering scheme. To identify additional art that may have the same page or figure number, use an underscore and add a number or letter to the name.
- Do not use spaces or punctuation. An underscore to separate characters is acceptable.
- Be extremely careful that you do not duplicate names. Every file needs a unique name to avoid substitutions. Thomson-Shore will add a .tif extension to all the scans.



### 3) Providing Cropping Information

If the photo will not be used full frame, cropping information is essential for targeting the highlight and shadow areas, which is necessary to create a high quality halftone. You can provide cropping information in one of the following ways.

- Make a xerox of the original and draw crop marks on the xerox. This is the most efficient

means of providing cropping information

- You can use sticky notes and secure them to the back of the photo. Draw your crop marks on the sticky notes.
- If you have scanned FPO art and placed them into the files, provide a copy of the laser proofs that shows the final cropping.

*Written instructions are not recommended as they are often difficult to interpret. A visual reference is much more efficient.*

*The frame of reference for squaring is the bottom edge of the copy provided. If you would like art to be straightened, be sure to include this instruction with the cropping information.*

#### 4) Provide accurate and complete specifications

Before we can prepare your scans there are several specifications that need to be provided. You may provide this information in a cover letter with your package.

- Customer Name
- Book Title
- Number of Photos
- Number of Line Art
- Paper stock job is printing on
- Any special line screen requirements
- Any special resolution requests
- Proof requirements
- Computer platform compositor uses
- Special effects needed: ghosting, outlining dropout, retouching. If you prefer to do this manipulation, see our guideline for *Proper Use of P-file Scans*. **Otherwise there may be additional costs if Thomson-Shore is to do this manipulation.**

#### 5) Proofs

If you require a hard copy proof to be returned with your scans we can offer the following options. Please be sure to indicate in your cover letter that proofs are needed.

- Laser proof of scans (cost of \$.25 cents each)
- Contacts (cost is approximatley \$5.00 each). This will also add 1-3 days to the schedule.

#### 6) Additional Media

If you require that the scans be returned on something in addition to the CD, it will be necessary to provide the media with your package or we can supply either Mac or IBM/PC formatted Zip disks at a cost of \$25 each.

Please include the instruction for additional media and indicate if we are to provide the Zip disk. Please refer to our guideline for "Removable Media" if Zip is not acceptable.

