

Proper Use of Digital P-file Scans

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The purpose of this guideline is to ensure proper use of the scans provided and what to return for manufacturing. Please store the CD-R in a safe place as it is the only archive of these scans.

Using the high resolution images from the CD

- It is okay to place, crop and rotate images as needed within the page layout software.
- If you find that you have to enlarge a scan over 130%, have a new scan made at the higher percentage to avoid pixelization.
- If a reduction of more than 50% is required you may want to consider having a new scan made at the lower percentage. Reducing scans in the page layout may result in loss of some detail and increases file sizes.

Manipulating high resolution scans

To manipulate a high resolution scan, open the appropriate scan from the CD-R in an image editing program, such as Photoshop. Perform a “save as” and change the name of the file to avoid conflicts between your edited scan and the original. Use a naming convention that will help you identify the file and store the image on your hard drive. Make the modifications as needed and place the edited art into your page layout. If you make a modification that is unacceptable to you, open the original from the CD and try again.

Thomson-Shore will not accept any responsibility for the outcome of your manipulated images. We suggest a press proof (at an additional cost) to evaluate the quality of your image editing.

What to return for manufacturing

If you are providing Output-Ready PDF files with the high resolution files in place, then it is not necessary that we receive the CD back. When creating the PDF files, ensure that your job options are using the proper settings for the images, refer to our guidelines for *Configuring and Using Acrobat Distiller*.

- Return the CD if you are submitting application files for manufacturing. If you have manipulated any scans or used images from other sources, be sure to include these as well.
- Fill out the EP data sheet completely, this will help expedite your job through the prepress area. We also have available an “*Incoming Job Checklist*” that will ensure you have provided all the necessary information for the entire manufacturing process.

Thomson-Shore recommends the PDF file format, this format allows you to soft proof your files before sending them to the printer. You can use Acrobat Reader or the full version of Acrobat to view the files. Since you are using the P-file process the final images are in place and will output as you see them in the PDF files.