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### BASIC SET UP

- File should be set at 100% of output size
- All files should include a 1/4 inch bleed
- Be sure to include ALL fonts (printer and screen) plus any support images used in the file
- All blacks should be built at: C0, M0, Y0, K100
- All duplexed books need to be set up in printer spreads
- 150-300 DPI at size
- Fonts must be MAC system compatible. (TrueType (TT) or OpenType fonts only)
- Pantones must be Pantone Solid Coated spot colors for matching
- When mailing, a 3.25 inch x 1.25 inch area must be left blank in the upper right hand corner of the piece for postage metering
- All files submitted to Phase 3 should also have an exported 'jpg' proof to use as a go by

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### RASTER SUPPORT IMAGES (I.E. PHOTOSHOP)

- 150-300 DPI at final size
- All photo-based images must be CMYK
- All files need to be flattened, and any extra channels must be deleted (monotones, duotones, etc.)
- All files should be either in '.tif' or '.eps' format. Please save 'jpg' or 'gif' files in the accepted formats prior to submitting.
- Please do not use LZW Compression

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### VECTOR SUPPORT IMAGES (I.E. ILLUSTRATOR)

- All vector based images must be CMYK or Pantone Solid Coated
- All files need to be saved as '.eps' format
- Embedded files must be included
- Use "masking" or "paste insides" very sparingly to prevent rip errors

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### APPLICATIONS WE SUPPORT

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Acrobat
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Word

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### BASIC SET UP

- File should be set at 100% of output size if possible
- File set-up at 50% or 25% is acceptable as long as the DPI does not go below 150 DPI at final output size
- All files should include crop marks and 1/4 inch bleed
- Be sure to include ALL fonts (printer and screen) plus any support images used in the file
- All blacks should be built at: C30, M30, Y30, K100. (C0, M0, Y0, K100 will yield a muddy brown)
- CMYK only
- 150-300 DPI at final output size. For larger files, please contact your account representative for exact specifications
- All files must have their extension attached (.eps, .tif, .qxd, etc.)

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### WHITE INK SPECIFICATIONS

- Files may be prepared as flood fill or spot
- If spot, file should have SEPARATE layer designating white area(s) with 100% Magenta.
- This will allow for easy identification in the production stage where this layer will be printed as white
- Double-sided, non-flood files MUST BE 100% symmetrical

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### APPLICATIONS WE SUPPORT

- Adobe InDesign
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- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Word

Acrobat Distiller acts only as an optimizing tool for print, not a conversion tool, so please be sure your project follows the guidelines listed on the set-up pages for small and large format.

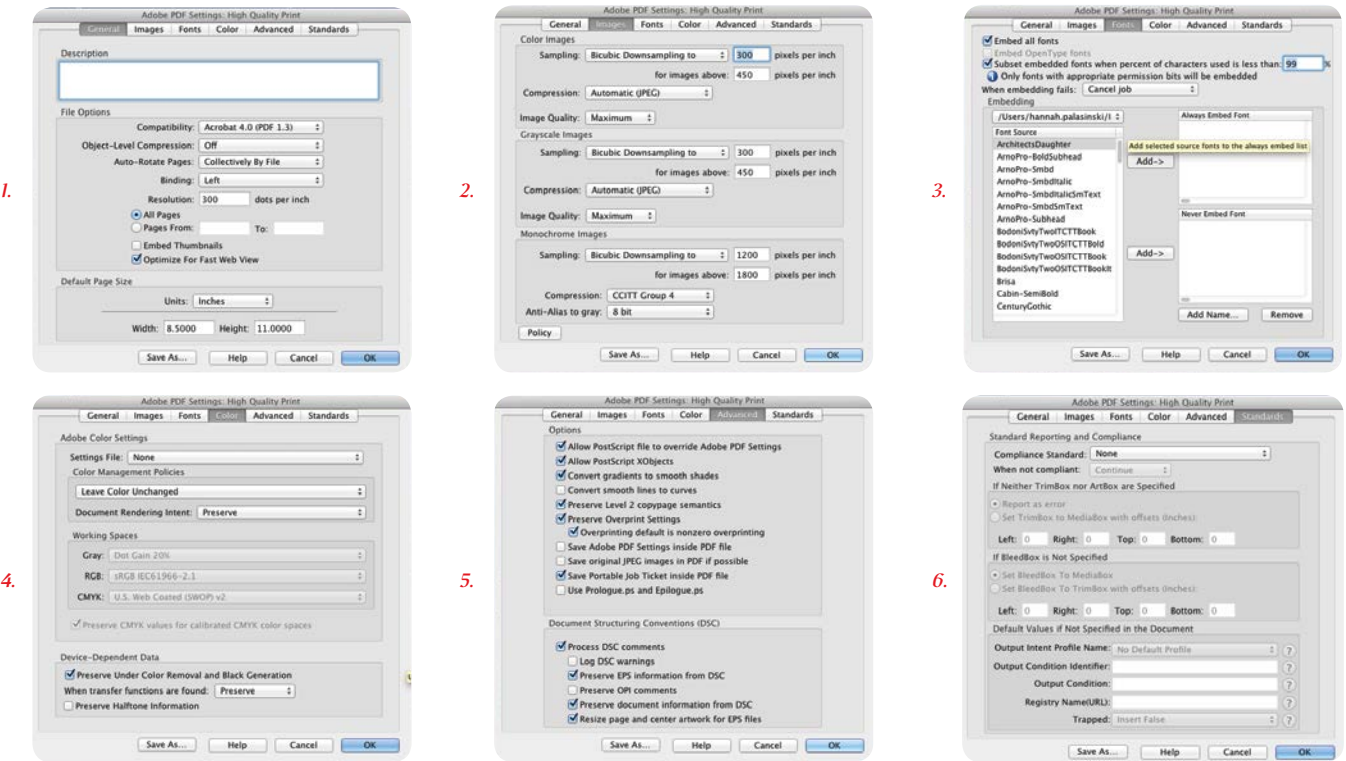
## TO PROPERLY DISTILL YOUR DOCUMENT

- Save your file as a PostScript file ‘.ps’ from the program that originally created the file
- Adjust settings in Distiller, such as resolution and amount of compression
- Open your PostScript file in Distiller
- Name your ‘.pdf’ file and save
- If there are any errors, go back to original file and correct them. Save new ‘.ps’ file

We suggest you create a Phase 3 printer job option in your Acrobat Distiller. Details of each setting are shown in the example screen shots below:

## PHASE 3 JOB OPTION IN DISTILLER

- Launch Acrobat Distiller
- Go to “Settings” menu
- Select “Job Options”
- Format your settings to reflect the following images



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## UPLOADING AND DOWNLOADING

### MAC

- Open your FTP client. If you do not have one installed on your computer, visit: [https:// cyberduck.io/](https://cyberduck.io/)
- Click the Download for Mac button and follow the installation instructions

### PC

- Open your FTP client. If you do not have one installed on your computer, visit: [https:// filezilla-project.org/](https://filezilla-project.org/)
- Click the Download Filezilla Server button and follow the installation instructions

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## LAUNCH YOUR FTP CLIENT BROWSER

- Login information:
  - Address: ftp.phase3mc.com
  - Username: <provided by your Account Manager>
  - Password: <provided by your Account Manager>

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## UPLOADING FILES

- Select files to upload and drag them into your client folder
- If no folder exists please contact your Account Manager at 404.367.9898 and one will be added
- Please 'stuff' or 'zip' your files before placing them onto our FTP site. This will make uploading and downloading files faster.

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## DOWNLOADING FILES

- Login information:
  - Address: ftp.phase3mc.com
  - Username: <provided by your Account Manager>
  - Password: <provided by your Account Manager>
- Click on the blue, underlined name of the file to download it

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## PROBLEMS

- Should you experience any problems using our FTP site, please contact your Phase 3 Account Manager or local Phase 3 office.