



## Prepress Guidelines

**Best format for files** – Hi Resolution PDF's as single pages, no color profiles, embedded fonts, and 1/8" minimum bleeds.

Color scans and digital photos used in the document should be at 300 dpi, CMYK build for best reproduction.

Black and white scans to be as grayscale or halftone images.

If using a solid black background the build we recommend is: 100% Black, 50% Cyan, 40% Magenta, and 30% Yellow.

InDesign Presets for exporting PDF files are available upon request.

### Sutherland FTP Site Information

1) Go to <https://sutherlandprinting.filetransfers.net>

2) Enter username: guest  
password: suthguest

3) Click blue labeled "Upload/Send Files"

4a) For upload of files one pdf at a time stay under the "Individual Files" tab. Click "Choose File" which will open a finder window. Find the file you want to upload, and then click choose. You may continue to do this one file at a time until you have selected all desired files to be uploaded. Once all files are ready to be uploaded, click "Choose" and a progress bar will show your progress. Do not close out of the browser until the upload is complete.

4b) For upload of multiple files at once, click the "Batch Files" tab. To upload files here, they must be in a ZIP file. There are instructions in a link on this page to create a .zip file if you don't know how to. Click "Choose File" to open a finder window. Select the .zip file to upload and click "Choose." Now click "Upload and Expand Zip." The zip file will upload and extract the contents into the "Inbound" folder.

5) When proofs are ready to be viewed, a link will be sent from [prepress@sutherlandprinting.com](mailto:prepress@sutherlandprinting.com) that will allow you to download the proofs without having to log in to the ftp site.

### InSite Software is available

If you prefer to use InSite Software for loading and reviewing files, please contact us for account set up.

### Posting Files

When posting files either by FTP or InSite please identify them with customer/project name.