

Preparing Adobe Illustrator Files for Letterpress Printing

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1. Make a copy of your design file to convert into a plate-ready file.
2. The file should be in **File > Document Color Mode > CMYK Color**.
3. For 2-sided pieces, front and back should be on *separate artboards*.
4. Anywhere text or illustrations touch the edge of the final piece, extend them 0.125" beyond the intended border (commonly called "bleeds" or "bleed printing).
5. Make certain that nothing is "hidden." Expand all layers and groups completely to confirm that everything is visible.
6. *Remove/delete all elements that you do not want printed, even if they are not on the artboard. Failure to do this may result in extra plates being made, resulting in increased plate costs.*
7. **Embed all linked artwork/files/elements or include all linked files** when sending.
8. **Group the design elements and text by color** (put each color on its own layer, or group elements by color on a single layer).
9. **Add a cyan key line** to each artboard designating the *finished trimmed size* on each piece. *If there are no bleeds, you may make the art board(s) the exact size of the final piece(s) in lieu of a key line. When you are working with standard card sizes I can provide you with Illustrator templates if you'd like them.*
10. **Add a 0.25pt white outline** to all **knocked-out** (unprinted paper surrounded by printed background) **type and/or illustrations**. In some cases, this may require that you increase the overall size of the knocked out type/area/images, but it usually does not. The outlined version should look uncomfortably thick in order to print "normally."
11. **Convert all text to outlines**. I recommend adding +10 to +20 tracking on all text *before converting to outlines* because the impression caused by printing will reduce the space equally between all letter forms (this will not change your kerning).
12. **Convert everything that is not white to 100% Black (C=0,M=0,Y=0,K=100), including the color components**. To be certain this is done open the "Separations Preview" window, select "Overprint Preview," and *de-select* the Black layer. Anything that is not 100% Black will now appear gray; you can select it and make the necessary changes right there.
13. Send design file(s) as native Adobe Illustrator (.ai) files or as PDFs. If saving the file as a pdf, select "Preserve Illustrator Editing Capabilities."
14. **For all pieces printed in two or more colors**, please send a png, jpeg, or pdf of each piece in full color at the final paper size(s). *Bleeds should be cropped on these files.*

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Design Software Overview

- **Adobe Illustrator (.ai)** files are best for producing letterpress plates when the design includes elements that are *not* hand drawn or hand written such as computer fonts, vector illustrations, etc. **All text that is not hand drawn should be created in Illustrator whenever possible.**
- **Adobe Photoshop** is used to process non-vector elements like hand lettering and scanned illustrations, text, or design elements which are then embedded into the Adobe Illustrator (.ai) file. When *all of the elements* in a design are non-vector, the entire design file can be created in Photoshop and sent as a native Photoshop (.psd) file.
- **Adobe InDesign (.indd)** files can be used, but can be quirky and unreliable at times, so are not recommended.