

# Pre-Press Capabilities



With a full-time staff consisting of five graphic artists and one proof coordinator, Royal Business Forms & Printing has the experience and skill to ensure the accuracy of your forms — whether typeset and built from scratch, or output from provided electronic files. We pride ourselves on the accuracy, speed and expertise of our staff.

To ensure the highest level of accuracy on a form reset, Royal Business Forms & Printing asks that an original hard copy be provided for measuring, as well as for layout reference. Documents may be “voided” to alleviate any security concerns.

If you choose to provide our Pre-Press Department with electronic media, there are minimum file requirements. Please include all fonts (both TrueType and PostScript fonts are acceptable), images used, and (of course) the electronic file of the form itself. We are capable of processing files in the following formats, both in Macintosh & Windows environments:

**QuarkXpress • Adobe Illustrator • Adobe Photoshop  
Adobe Pagemaker • All PDFs\* • Adobe InDesign  
F3 Pro Designer • Macromedia Freehand • Microsoft Office\*\***

*\*In order for PDFs to be used, we require that fonts be embedded into the document. Additionally, if the PDF being provided is for a document containing more than one color, we ask that color separations be provided, as opposed to a composite color document.*

*\*\*Files created in Microsoft Office often require manipulation of the document to be compatible with our pre-press system. Additional composition charges may be necessary.*

## The Proofing Process

We pride ourselves on our accuracy when setting or scanning your forms. We can provide any form of proof you need to make sure you and your customer are more comfortable with the product you will receive. The proof mediums that we can provide are:

**Black & White:** Laser printer paper, Dylux, and fax • **Color:** Starproof (press quality)  
**Film:** Positives for positioning • **Electronic:** E-mail (PDF)

## Our Pre-Press Department:

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