

Document Preparation

DMT offers a variety of digital services and we are eager to help in making file preparation an easy transition for print. File preparation can be intimidating, leaving even the most computer savy individual unsure. If you are preparing a Family History, Novel, Book of Poetry, or other printed documents, following guidelines on this page will make your project run smoothly. Read carefully, and if you are unsure, don't hesitate to call! 1.801.397.1826

File Submission: Here at DMT we prefer to have PDF files. Becoming educated in the correct way to create and submit PDF files isn't as difficult as you might think. Creating PDF's .

You can download CutePDF which installs a PDF printer Driver which is just like printing to a printer. This will keep all your formatting intact. You will need to install Both files.

Click on Download CutePDF in the box above and install both the converter and writer programs.

Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer (formerly CutePDF Printer) is the free version of commercial PDF creation software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to create professional quality PDF documents - with just a push of a button!

Creating the PDF from the machine or computer where your file was created is the only way to insure the fonts get embedded! This is where fonts, and graphics used to create your file reside. It is necessary that all file components (graphics, fonts, etc.) exist on your computer, and graphics be properly linked to achieve proper output. Please call if you need help before sending a file or you may be charged for an additional proof The first one is free. 801-397-1826.

Creating PDF's

Simply open your document and make sure the desired printer driver is set to default. To see if the driver is loaded, select PRINT from the FILE menu and CutePDF writer should show in the printer name window. If not, from the Windows desktop select START, CONTROL PANEL, PRINTERS, right click CutePDF writer with mouse, select PROPERTIES, select SET AS DEFAULT. To print a pdf, return to your document, Carefully look over the document on screen before printing your pdf file, what you see is most likely what you'll get. Changes must be made at this point to be sure your document will print correctly! To proceed with creating the pdf select print, the print window will appear, select the location to save the file to, we recommend your desktop so it is easily found. For large files with many photos or graphics placed within the document it is recommended you print in sections (e.g. pages1-25, pages26-50, etc.) to reduce the file size for uploading. Make sure to select page ranges accordingly from the print window. Select OK to print. Print to file window will appear. Name your file. The following format is recommended to keep your PDF files in order and properly named. If there are 10 chapters to my book I will begin by naming my files, 01Chapter.pdf, 02Chapter.pdf and so on, making sure to select the page range for each chapter. If you are printing page blocks instead of chapters you might name your files 001-050.pdf, 051-100.pdf, 101-150.pdf, and so on.

Here are some guidelines we suggest to follow when creating digital files for the Laser Printers.

Make Sure the PDF settings are set for the resolution output at 600 dpi and embed the fonts using the options settings in the print menu. If you desire a bleed printed off the edge of the paper, consider a larger sheet of paper in order to trim to

size. Here again the application file will need to be submitted along with any fonts or embedded graphics to help insure proper output quality. A hard copy original is also desirable to help in the process. Here are some guidelines we suggest to follow when creating digital files.

- If your book is 6 x 9 or half size 5.5" x 8.5", define the size using the PAGE SETUP from the application you are using. Ensure atleast 3/4" margins on 4 sides, 1" margins standard. Do not attempt to signaturize your document within the application.

- When scanning pictures the recommended resolution is at least 300dpi (dots per inch) and 400 maximum. Save the graphic images in either jpeg, or tiff format, this seems to be the smallest file size format and will give excellent results.

- For the best result allow DMT to scan your photos, clean and or repair and place in your document(s). We are very affordable!