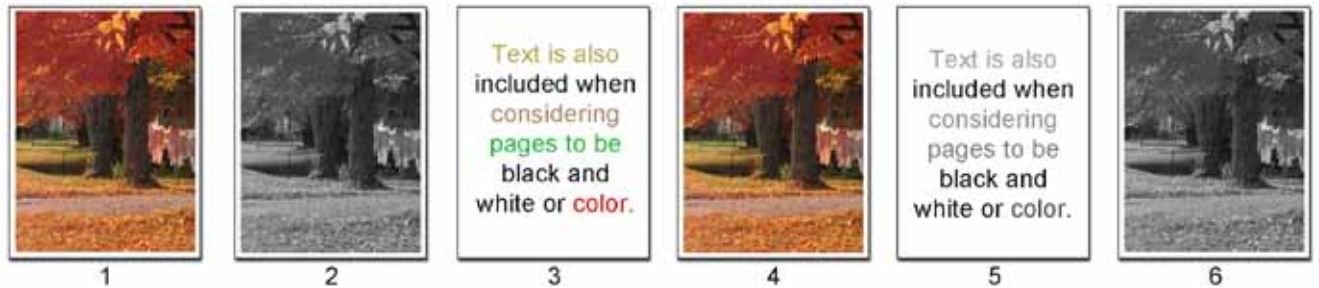


## How to properly set up text documents that will print in both color and black and white using the same text stock.



A black and white press will convert all colored items to grayscale when the document prints. A color press will not convert colored items or black and white images to grayscale. A color press will print the images as they are.

**A document that will be printing in both color and black and white on the same text stock should be set up the same way it will print.** If some pages are to be in black and white when the pages are printed, then the same pages should be black and white in the document. If some images are to be in color when the document is printed, then those same images should be in color in the document.

**What is considered color?** Any image or text that is not grayscale is considered to be color. The press recognizes the color profile of images and text, so even if text on a page looks black but is a spot color, CMYK, RGB or any other process color the press still considers this page to have color on it. If a document is set up with any color value other than black, the pages that contain color will be billed as such.

**When does a file get printed on the color press?** A file will print on the color press when there are images that are to print in color or if coated text stock is being used such as 100# Vector Gloss or 80# Anthem Matte.

**How do you check if text is black?** It is important to check the colors in your document before sending the file to press. Most word processing/page layout software has the capability to change and check colors in the document. In any program, when text is selected, there should be a swatch for the color used or an icon of a letter that has color on or under it. If the option to change/check color is hard to find, type in the help field: "Change the color of text." This should provide step by step instructions for changing the color of text.

It is important that black text is 100% black with no other value of color if the text is supposed to be black. Microsoft Word is not good at keeping the exact color you chose. If you set the color to 100%, go back and check it again. You may find that the color has changed and values have been added to the other colors. If it is impossible to change text or images to black and white, for an additional charge 360 Digital Books can make these adjustments before the file is printed. An estimate will be provided upon request. Please also know, if you need any help feel free to call us. We are here to assist you.