

ACCEPTABLE MEDIA (Please include a laser print for comparison purposes)
CD, Jaz or Zip Disks.
Email Attachment (if less than 5MB)
FTP (Please call for set-up)

ACCEPTABLE MACINTOSH FILE FORMATS (with supplied fonts):
QuarkXpress
Adobe Illustrator
Adobe Photoshop
Adobe Indesign
Adobe Acrobat (PDF)

ACCEPTABLE WINDOWS FILE FORMATS (with supplied fonts):
Adobe Acrobat (PDF)
Adobe Illustrator
Adobe Photoshop
QuarkXpress
Adobe Indesign
Microsoft Word*

*Due to specific application settings, output results may vary. Please be sure to include a laser proof for comparison.

PDF

Preferably PDF/X-1a (or higher). This is an acceptable format for the printing industry.

RESOLUTION

Photoshop file resolution must be a minimum of 300 pixels per inch. Files may be scaled down but must not be scaled up in the layout.

Please do not use images taken from the internet. These files are usually at 72 pixels per inch and in RGB color.

FONTS

Please include any fonts that are used in your document, especially if you have uniquely kerned fonts. Postscript fonts (printer and screen) are preferred.

TRAPPING

Trapping is the process of slightly overlapping adjacent color areas. This is done to avoid gaps in color spaces if misregistration occurs. Please do not trap your files; our trapping software will precisely trap your job. Please be sure to specify your inks; some inks have certain properties which can effect trapping.

MISCELLANEOUS

Document must be built to final output size Please include a laser print of the file for comparison purposes Please label lasers with all printing inks or occurring process (i.e. die cut, emboss, foil, score) All graphics must be sent with the layout file All graphics must be must be CMYK (No RGB files) When creating multipage documents, please use an actual layout application (QuarkXpress, Adobe Pagemaker, or Adobe InDesign. Build the document as a standard "Reader's Spread" layout. Our imposition software will allow us to paginate to accommodate our presses. Any deviation from this standard can incur significant set-up charges.

If there are any more specific issues which this guideline does not cover, please feel free to contact a customer service representative or our digital prepress department.