

GUIDELINES FOR PREPARING FILES

For uploading files to our FTP site:

Log In at our Client Log-In Site (**Remember that your email address is your username**)

1. Save all files, fonts and graphics to a folder (**NO SPACES IN NAME**)
2. Compress folder with .Zip software or Stuffit
3. Upload Folder (please be patient when uploading, large files will take some time to upload)

STANDARDS

We support MacIntosh and PC software; QuarkXpress, Illustrator, Photoshop, InDesign and Pagemaker (all Pagemaker files will be converted into InDesign files; reflow and kerning issues may arise). High Resolution PDF files are accepted. All PDFs must have centered (equal margins) crop marks with 1/8" bleeds.

MICROSOFT PROGRAMS

Word Documents and Publisher files are accepted, but extra charges will apply to prepare file for output. (USE THE PACK 'N GO FEATURE FOR PUBLISHER FILES TO MAKE SURE ALL ELEMENTS OF THE JOB ARE COMPILED AND SAVED) Publisher files are unique in that what you see on your color monitor is not precisely what you will see on the color proof of your work.

LASER PRINTOUTS

It is required to supply a hard copy or a pdf with your file. It's the only way we can see how you want your job to look. Jobs supplied without a hard copy or pdf will be pulled from the schedule and customer will be called.

GRAPHICS

All graphic files and all fonts used in your graphics must be supplied with job or all graphics must be saved to outlines or paths, but type changes will not be possible.

Four color images and photos to be printed in 4 color process must be prepared in CMYK (not RGB). Spot colors should be identified with the Pantone color number.

FONTS

Both screen and printer fonts must be provided.

"Styled" fonts produce unpredictable results. Select the actual typestyle from the font menu to insure they print correctly. (i.e. - Italic, Bold, Bold Italic)

Try to not use True Type fonts. They work with a laser printer but are unstable everywhere else. If it has 3 a's instead of one a, it's a True Type font.

Important – Keep track of all fonts used in your placed or imported images since they must be included with your file.