

MEDIA WE ACCEPT

We can accept the following media types:

CD	250 MB Zip Disk
DVD	1 Gig Jaz
100 MB Zip Disk	3.5 Floppy Disk

Compressed File Formats:

.sit (Stuffit)	.hqx (Stuffit Archive)
.zip (Windows/Mac)	.pdf (Adobe Acrobat)

A printed Disk Directory should accompany the disk and it should clearly show the organization of files supplied which the disk contains.

File transfer methods:

E-Mail	FTP
HTTP	

ELECTRONIC FILE/SOFTWARE FORMATS/APPLICATIONS

We can accept files generated in all mainstream graphics packages Both PC and MAC.

For layouts and vector graphics:

Illustrator (All versions)	Quark Xpress (up to 6.5)
Freehand (All versions)	InDesign (All Versions)
Corel Draw (All versions)	Microsoft Office Suite
PageMaker (up to 7.0)	Acrobat Professional

For Photo editing and file manipulation:

Photoshop (All Versions)	Corel Draw (All versions)
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File Construction:

We recommend the use of "Collect for Output" this feature will provide the information that is contained in the file. Placed Files, Fonts, Colors, etc.

High Resolution Scans and Images:

For raster art (line art) 1,200 dpi @ 100%
300 dpi is preferred for photos @ 100% Color or Grayscale

Save your Photo Shop files as PSD (tiff and eps are acceptable) in RBG Mode.
If CMYK file are sent, a printing profile will insure proper color matching.

Images that are contained in layout file should be cropped to the smallest possible size to save file space.

FONTS

Fonts should be converted to outlines to insure accurate reproduction with no re-flow or substitution.
If type changes are necessary please include the font files or indicate fonts on file.

FINAL RECOMMENDATIONS

- Work over a final die layout if possible
- Check for color errors
 - Redundancy
 - Unnamed Colors
 - Process colors that should be spot
- Remove empty text blocks
- Include a hard copy to insure accuracy
- Proofread
- Final check to see if all files/fonts are included and colors are indicated