

## File Submission Guidelines

### Acceptable Formats for Output

- QuarkXPress®
- Adobe InDesign®
- Adobe Illustrator®
- Adobe Pagemaker®
- Adobe Photoshop® (TIFF, EPS, PSD, JPEG)
- Adobe Acrobat® PDF
- CorelDraw® (Sall for specific CorelDraw file preparation instructions.)
- Freehand®

### Acceptable Media

- Jazz 1 & 2 gig
- Zip 100 & 200
- CD ROM
- DVD
- Online FTP

For other types of media please contact us prior to submitting files.

### Additional Guidelines and helpful notes.

When submitting files, make sure that the following is included:

- All linked graphics and images such as Tiff and eps files (jpeg files or eps files that have jpeg encoding are not accepted)
- Avoid embedding files, whenever possible.
- RGB, Lab or indexed color modes are not acceptable.
- Files must be accompanied by Laser prints or PDF Files indicating the latest edition of your document
- All files must have proper trim marks, perforation marks & bleeds included if applicable
- Instructions for output , such as specific file or page number, line screens, colors, type of proof required, etc.
- Design your files with 100-150 dpi resolution at the final output size. (For vinyl banners, 72dpi files are acceptable.)
- You can also Design your files at 50% (200-300 dpi) or 25% (400-600 dpi) of final output size. (Please Indicate final output enlargement size percentage when submitting file).
- RGB files are also acceptable if they are scanned or created in RGB originally. (Do not convert from CMYK to RGB).
- DO NOT embed any profile if working in RGB or CMYK Photoshop files, whenever possible.
- To insure the quality of output please have your images scanned with a professional Hi res Drum or Desktop scanners.
- For the best results on outputting and avoid banding on Solid Black Backgrounds use C=15% M=15% Y=15% K=100%.
- Do not use 4/C black on text smaller than 30 pt.
- For prints that require mounting and laminating, allow 1/4" extra bleed on all sides for trimming.

### Other Services

- We also provide scanning services in house on our HELL Drum Scanner and Epson Professional Desktop scanner. From Reflective art and prints up to 15?x19? or Transparencies. Please contact us for details.
- Mac importing, retouching hi-res images and file repair is billable at \$75 hour.