

ACCEPTED FILE FORMATS:

PC & MAC

Microsoft Word
Microsoft Excel
Microsoft Publisher
Microsoft PowerPoint

Adobe InDesign CS5 or later (Packaged please...see tutorial!)
Adobe Illustrator CS5 or later
Adobe Photoshop CS5 or later
High Resolution PDF (We like this file the best!)

PRE-PRESS REQUIREMENTS:

1) **SAMPLE** of final artwork either in PDF format or hard copy.

2) **NATIVE FILES** & High Resolution PDF preferred. Files must be created or saved to the listed accepted file formats. If you are sending an InDesign document, please **PACKAGE** the file and send us a compressed file of the packaged folder.

3) **FONTS** used in files need to be supplied in a separate folder marked "fonts". Please ensure all families (screen & printer) fonts are supplied for the job. When sending an Illustrator or InDesign file, convert all type to outlines when possible.

4) **IMAGES** must be saved as CMYK and no less than 300dpi.

NO RGB FILES! We prefer images to be TIF or EPS formats. If you are submitting artwork for spot color printing vector artwork is preferred. Your images should be supplied in a separate folder marked "links". This will ensure proper reproduction of your artwork.

5) **COLORS** need to be clearly specified. Pantone (PMS) colors preferred. Please specify if job is to be printed CMYK, spot color, etc.

6) **BLEED** should be no less than 1/8 of an inch. (Example: .125")

7) **PDF's** should be High Resolution. Please include any spot colors or CMYK format for full color printing. NO RGB FILES! All bleeds should be included with trim marks. All fonts must be embedded or outlined when possible. No 'layered' PDF files.

