

# Electronic Prepress File Submission Guidelines

- 1. Send us the following with the job:**  
All fonts, printer and screen  
All graphics  
All high resolution files.  
Link all files before downloading
- 2. Include the latest laser printouts of all pages.**  
Printouts should be at 100%
- 3. Construct the pages to the correct trim size.**  
Printer's spreads or custom trims are not necessary. We will impose the job according to our press layout.
- 4. Do NOT use Illustrator or Freehand for page assembly.**  
Please use a page layout program (Quark-Mac preferred) for final page assembly. Use Illustrator and Freehand for drawing only.
- 5. Include a 1/8" bleed for all elements that Extend off of the page.**
- 6. Convert text in Illustrator or Freehand to "paths" or "outlines".**
- 7. Requirement for Photoshop Images:**  
300 DPI (or line screen X 2) for CMYK and grayscale images  
600 to 1200 DPI for bitmap images  
Do not save files with any compression options like LZW or JPEG compression  
No "\", "/", ".", or "-" in file names  
TIFF, single file EPS and Scitex CT are preferred.
- 8. Send the complete set of each font as Type One with all the screen and printer fonts.**  
Do not submit True Type fonts.  
True Type fonts may result in problems.  
True Type fonts may result in reflow.  
Do not make type bold or italic using menu styles.
- 9. Do not use the option "hairline rules".**  
We recommend that you use 0.25 pt for this.  
The definition of "hairline" is resolution dependent.
- 10. Maintain a complete backup of your Submitted files.**

## Accepted Electronic Media

CD ROM      2 gb Jazz      250 mb Zip      DAT (not preferred, use only if unavoidable)

**Telecommunications**      Please call your customer service representative for ftp setup.

## CONTACT US!!!!

If you have any questions regarding preparation of your files please call us. We will be happy to work with you in a training capacity. We encourage you to send us a test file for our electronic prepress personnel to evaluate.