

### MEDIA WE ACCEPT

#### We can accept the following media types:

CD  
DVD  
Flash Drive (USB)

#### Compressed File Formats:

.sit (Stuffit)	.hqx (Stuffit Archive)	.tif (CTT4)
.zip (Windows/Mac)	.pdf (Adobe Acrobat)	.tif (LZW)

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 (Up to 11.0)	Microsoft Office Suite
PageMaker (up to 7.0)	Acrobat Professional

#### For Photo editing and file manipulation:

Photoshop (All Versions)                      Corel Draw (Up to 11.0)

#### File Construction:

We recommend the use of "Collect for Output" or "Scoop"  
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