

**Accepted Programs** - Please save your document in one of the programs listed below.

InDesign - Mac Version CS4	Microsoft Excel - PC
Illustrator - Mac Version CS4	Microsoft Word - PC
Photoshop - Mac Version CS4	Microsoft Publisher - PC

**Portable Document Storage** - Please save your document on one of the following types of storage.

CD ROM (Mac or PC Formatted)

JumpDrive / Flash Drive (Mac or PC Formatted)

E-mail is acceptable for smaller files.

Larger files can be uploaded by ftp. Please, contact us for more information.

**In order for us to successfully print your job, the following items must accompany your order:**

**Document** - in one of the formats listed above.

**Fonts** - All fonts used in creating the document. When possible, convert text to paths or outlines. (The text becomes an object and can no longer be edited as text.)

**Graphics/Photos** - You must include all original graphic and scanned image files.  
(Prefer Tiff, EPS, .JPG or Ai files)

**Recommended Image Resolution:**

Black and White Bit Mapped Images - 800 to 1200 dpi

Grayscale Images - 300 dpi

4-Color Photos - 300 dpi

**Note:** 72 dpi web graphics DO NOT reproduce well, nor do images pasted into documents such as Word or PowerPoint and sent as e-mail attachments.

**Hard Copy** - It is important that you include a paper copy with colors clearly marked and any special instructions. (fold, perforate, number, die cut, binding, pad, labeling)

**Additional information that you need to make sure of:**

- Proofread your copy for spelling and content
- Spell Check
- Convert all colors to Spot (for jobs with Pantone spot colors) or Process (for jobs that will be 4-color process).
- Make sure your document is the correct size.
- Make sure your margins are correct. 3/8" or 2 picas minimum margins are required for most jobs. 1/2" or 3 picas preferred. On smaller jobs, for example business cards, 3/16" or 1 pica minimum margins are required.
- Make sure your document bleeds at least 1/8" where applicable.

**Important Note:** If your job has special requirements that do not conform to the guidelines listed above, or you do not understand what is needed, please contact us for further instructions prior to setting up your document. Your cost will reflect the amount of additional work we must do to reproduce your job. Following the above instructions does not guarantee that your job will output correctly. However, we will make every effort to assist you in making your job printable and the output quality as high as possible.