



## Requirements for Disk Submissions

1. Scans provided by customers should be converted to CMYK color space using the printer specific ICC profile (which we will provide). Do not overwrite your raw RGB file; but save the converted CMYK files to a different folder using "save as". Scans should be saved in EPS or TIF format - and EMBED the ICC profile. Do not save files as JPEG or PSD.

2. Color and grayscale image resolution must be 350dpi at a size of 8" x 10". Suggested file size is minimum of 10mb; maximum of 50mb.

Video or Digital Camera files should be saved as large as possible - and must be saved in .eps or .tif format. Unfortunately often these files are very small and consequently reproduction is likely to appear grainy or out-of-focus.

3. Native documents must have accurate page size and allow for bleeds if applicable. Build document in single page format. If you choose to supply PDFs, please contact us further for printer specific instructions.

4. Include both screen suitcase and printers fonts in Type 1 format. Do NOT use True Type fonts; do NOT apply styles to fonts using an application program (such as **BOLD**ing a font); only use native fonts in the final format.

5. Mac disks are greatly preferred to PC. Acceptable document program files include: Photoshop, Quark, Illustrator, Freehand, Pagemaker, InDesign.

Not acceptable: Corel, Microsoft Word, Framemaker, or other programs.

6. Please submit b/w laser at 100% of artwork. Color lasers or inkjet proofs or examples of art reproduced elsewhere may be submitted for as a color guide; however no guarantee is made that final contract proofs will match customer supplied color output - even from high end service bureaus.

7. Though not recommended, any fonts or type created in Photoshop should be saved in a separate layer as an outline (AI file), and the entire image saved as a DCS2 file. Illustrator or Freehand files should have any fonts or text highlighted and converted to outline. This will keep type from looking jagged when reproduced at 350 dpi; better to set type in native application.