CREATING DIGITAL FILES FOR OUTPUT TO LARGE FORMAT INKJET

Accepted programs:

PC	Mac
Illustrator CS	QuarkXpress 6.0 Passport
Photoshop CS	Photoshop CS
Indesign Cs	Illustrator CS
Acrobat 6.0	Freehand 11
Corel Draw 12.0	

Transportable Media

PC	Mac
3 1/2" Floppy	3 1/2" Floppy
CD-Rom	DVD

- Unsuitable Programs
  Word Perfect, Word, Publisher and other word processing programmes are generally not acceptable

- Maximum output size 48"x144"

- All Fonts must be supplied. Be sure to supply both screen& printer fonts or convert the the fonts to curves before saving. Fonts supplied must be postscript.

- For spot colors, use Pantone numbers, we will try to emulate them as best possible Indicate all PMS numbers used in your document

- Duotones should be converted to CMYK

- Include all TIFF & EPS images used in your document

- Convert any images to CMYK before placing them in your document (Only CMYK images will print accurately).

- Scanned images should be provided at a resolution of 150 ppp at final size
  For an image viewed from less than 5 ft. use final resolution of 150 ppp maximum.
  Images viewed from more than 5 ft. use final resolution of maximum 75 d.p.i.
  Use this formula to calculate scanning resolution.
  Width of final image ÷ by width of original x final resolution = scanning resolution.

- Always include a final proof printed from your CD or other media with your file. Black and white is acceptable

- Never send the original file - always send a copy

- Always allow an extra 1/2" of bleed beyond the crop marks or trim marks

- Send only the information we need. Extra files on the disk only create confusion.

- Remember there are no guarantees. Files may become corrupt, disks and data may become damaged. Will do our best to output your files, but are not responsible if they do not work.

- If files are not supplied properly, there will be an additional charge to correct them. You will be contacted before your are charged.

- Customer supplied files are not archived and are your responsability. Always keep a copy.

- Ensure that you have updated all your files in QuarKExpress before submitting your document

File saving checklist

- Ensure file is saved at 100% if you have previously reduced the file to print it out to your printer

- Ensure you have included all fonts and graphic images

- Ensure all high resolution scans are included. Low res files will output at low resolution

- Ensure that your files have been copied in such a way that links will be maintained when the file is opened on our system.

- Ensure your disk is labeled with your company name, phone number and file name(s).

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