

## *Preferred file formats:*

Page  
layout  
Programs

**QuarkXPress** (earlier versions-7.0) – Include all fonts and supporting images. Supporting images should be in CMYK color format unless a Pantone color is to be printed. Images should be prepared at a resolution of 300dpi.

**Adobe InDesign** (earlier versions-CS3)– Include all fonts and supporting images. Supporting images should be in CMYK color format unless a Pantone color is to be printed. Images should be prepared at a resolution of 300dpi.

**Fonts** – Include both screen and printer elements of fonts. Fonts embedded (included) as part of PDF, Photoshop, Illustrator or EPS files must be supplied or converted to outlines.

**Adobe Illustrator** (earlier versions-CS3)– Save file in EPS format. Linked images should be supplied. Do not embed images. fonts should be supplied or converted to outlines.

**Adobe Photoshop** (earlier versions-CS3)– Please make sure your document is in CMYK color mode and prepared at a resolution of 300dpi. Save as .tif, .jpg, or .psd.

**PDF format** –We accept HI RES PDF files ready-to-print only.

Must have cropmarks, must have at least a 1/8 inch bleed, fonts embedded and images set at a resolution of at least 300dpi.

**Microsoft Word**–We accept only the text. No embedded images or charts. Images must be sent separately. Save as text only, .txt

**Logos** – We recommend sending Illustrator vectorized eps files for sending logos.

**Images** – Send as .tif, .jpg, or .psd (must be a minimum of 300dpi and in CMYK color format).

PLEASE DO NOT PULL IMAGES & LOGOS OFF THE WEB.

unless its a specified area where hi-res files are stored.

FILES MUST BE STUFFED

Art work sent via email or uploaded to our FTP must be compressed to prevent file corruption during the transfer process. Suitable compression software include Alladin Stuffit (.sit or .sea) and .zip files.

We cannot accept Microsoft Publisher.