

# FILE REQUIREMENTS FOR SENDING FILES TO *DRIVE-THRU PRINTING & MAILING*

## 1) Adobe Photoshop TIFF or EPS files (photos, scans)

- These should be saved as grayscale or CMYK and as TIFF or EPS. JPEG files are low res and will have to be changed to TIFF or EPS and grayscale or CMYK.
- Scans and photos should be at least 300 dpi for better image output.
- All images need to be included with your page layout file.

## 2) Adobe Illustrator EPS files (logos, artwork)

- These need to be included with the file.
- If spot colors are used they should be listed.
- You need to include the **screen fonts and printer fonts**. If you know there will be no changes you can highlight your text and change it to outlines. Make sure that you SAVE AS another file name, in case there are changes that need to be made.

**NOTE:** *If saving your text as outlines, it is virtually impossible to make type corrections, and it will make the type a little fatter. You should also make a copy of the file before changing to outlines just in case there are changes or to use as a template for the next time.*

## 3) Quark XPress and Adobe InDesign

- Image and font files should be checked in the “Picture Usage” or “Links” dialogue box to make sure that all files associated with the document are linked up. You can “collect for output” to gather images.
- Multiple page documents should be set up in single pages.
- Please do not change the color specifications of CMYK or RGB **UNLESS** you also change the name. If we have a file that needs to be put inside a template to get ready to print, the original document knows, for example, red has been changed to some percentage of magenta and yellow and maybe cyan. My template file shows up as the originally specified red, because it sees the color names and knows what red is in Quark or InDesign. ***Changing the color specs without changing the name results in color differences.***
- Fonts need to be included. (Screen fonts and printer fonts)
- Hard copies should be sent with the disk for all jobs or errors could occur. We need to be able to check our printed pieces against your hard copy to make sure there are no errors, defaulted fonts, missing files, etc.

## 4) Publisher 2002 (PC)

- Use the “Pack and Go” feature to collect your files for output. Fonts may not collect.

5) Microsoft Word, Excel, Ventura, Microsoft Office, are not acceptable as output files as they do not separate to CMYK. However, Microsoft Word files are acceptable as text files for flowing in text to other page layout programs.

6) We can take files saved on CD or DvD.

7) Sending files online – Stuffed / Zipped files are acceptable. Fonts must be stuffed / zipped or problems could occur.

- **Check with us if you have any questions: 800-850-2248 or Fax us at 901-332-6441.** •

**There may be additional charges for some services such as trapping files, changing images, type and layout changes. Scanning not quoted, would be additional. We will inform you if you are missing files or fonts.**  
**Check with us if you have any questions.**