

# *Acceptable Graphics Formats*

Whether you use a Mac or PC, Black & White graphics should be in “greyscale” mode. Color graphics must be “CMYK”. Both .JPG and .TIF files in 300 dpi are acceptable.

## **PC Compatible File Formats:**

**Pagemaker** - When you are finished with your document, click on “Utilities”, “Plugins”, “Save for Service Provider” Run Preflight Pub. This will check for all your font usage and image links. If either fonts or links show up with a red “X”, click on the fonts or links tab at the top of the dialog box. Repair fonts, relink images and run preflight pub again. Once both fonts and links come up with green checkmarks, click close.

Click “file”, “save as”, create a new folder for the file. Open the new folder, check mark “all linked files”. Click save. This will include all your graphics for the publication in one folder. Burn the entire folder to CD. or zip the folder and email to our office. ALTERNATE OPTION: click file, export, Adobe pdf. Email us the .pdf file. Be aware, not all fonts will embed exactly the same as in your original publication. Some formatting may be lost or changed.

**Corel 9.0** - Click file, and prepare for service bureau. Click gather all files associated. Click generate pdf. This will create a folder with all graphics and fonts for you to email or burn to cd.

**Word 2000-2003** - Click on Tools, Options. Check mark “Embed drawing objects”. This will ensure all your graphics are included in the file.

**Excell 2000-2003** - the saved file should have all fonts and graphics embedded. No additional steps are required.

## **Publisher 2003**

**Power Point** - the saved file should have all fonts and graphics embedded. No additional steps are required.

## **Mac Compatible:**

**Pagemaker 6.5, Quark 4.1, Word, Excell** - use the same guidelines as for the PC.

**Acceptable media:** CD, floppy, email, or USB flash drive. Please make sure to label your disks. If you are emailing your file, include your name, company name, type of document, paper required, quantity required and delivery date in your email.

# *How to format your publication for print.*

Since our equipment has different printing borders than your home printer, we ask that you follow the following guidelines. This will help to eliminate typesetting charges on our end and give you a professional looking publication.

**Fliers:** leave AT LEAST a 1/4 inch border around the outside edge.

**Tri Fold Brochure OR 3 per page fliers:** Must have a 1/4" border on all sides, and 1/2 gutter between columns.

**4 per page cards** - Split your page into 4 equal parts. Cards will be 4 1/4" x 5 1/2". Page must have a 1/4" border on all sides and 1/2" between cards.

**Booklet (8 1/2 x 11) folded in half** - Type your booklet on 8 1/2" x 11" document with 1/4" border. Use a **large** font. Type your pages in succession as you want them to be in the final publication. Our software will shrink, sort, fold and staple the pages correctly for you.

**Booklet 11x17 folded in half** - Type your booklet on 8 1/2" x 11" document with at least 1/4" border. Use standard fonts. Our software will sort, fold and staple your publication.

**Comb Bound Booklet finished size 4 1/4" x 5 1/2"** - Type your booklet on 8 1/2" x 11" document with 1/4" border on the outside edge and 1/2" border on the inside edges. Use a **large** font. Type your pages in succession as you want them to be in the final publication. Our software will shrink and sort your pages for you.

**Comb Bound Booklet finished size 8 1/2" x 11"** - Type your booklet on 8 1/2" x 11" document with at least 1/4" border on outside edges and 1/2" border on the inside. Use standard fonts. Our software will sort your publication.