

D I R E C T M A I L D O N E R I G H T .

Sending Your Printing Job

We accept Print or Press ready PDF files. Important! If your job contains bleeds, crop marks must be turned on. This may change your PDF setting to Custom...that is ok. We require a minimum of 1/8" bleed. Make sure all RGB photos are converted to CMYK.

We accept and support the following programs and formats for printing on Mac or PC platform:

Application	File Type/File Extension	Platform
QuarkXpress	.qxd, .qxp	Mac / PC
Adobe Indesign	.id, .idd, .eps	Mac / PC
Adobe Illustrator	.eps, .ai	Mac / PC
Adobe Photoshop	.psd, .tif, .eps	Mac / PC
Adobe Pagemaker	.pm	Mac / PC
MS Word	.doc	Mac / PC
MS Publisher	.pub	PC
MS Excel	.xls	Mac / PC

PC files may be subject to font replacement or reflow. A PDF would alleviate this concern

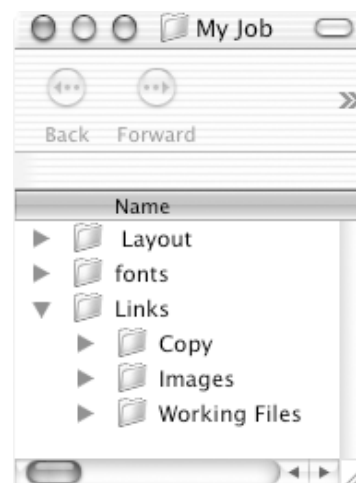
Do not send:

- JPEGS [must decompress at 300dpi@100% of desired output]
- GIFS
- PNGs
- or any web/internet-based low-resolution format

If you are sending application-based files: We have dedicated ourselves to streamlining the hierarchy of folders when sending a job. They are shown below. Once your job is ready to send, it should be saved once more to ensure that all links are in place, then burn/save to media.

Collecting For Output

- Include all used fonts in the Fonts folder [printer and screen]
- Include all images in the Images folder. Make sure RGB files have been converted to CMYK
- Always send hard copy; note any specialty effects
- Supply contact info: Who and how to reach if we have technical questions



Optional Services

- High-resolution scanning and digital retouching
- Graphic design / design alterations
- PDF creation / distribution
- Large-format digital color proofing