



PRINT & COPY SERVICES

Document Guidelines



Acceptable Electronic File Formats for Copying

Below are the acceptable formats for transmitting electronic files to the printshop.

Adobe Acrobat PDFs
Microsoft Word Documents
Microsoft Publisher files
Microsoft PowerPoint files

Hardcopies are also accepted.

If you are using Quark Xpress, Adobe InDesign, Adobe Illustrator, Macromedia Freehand, or AutoCAD for your design project you will need to convert your file to a PDF in order for us to make copies. Make sure that you embed all fonts in your PDF files in order to avoid font problems.

For high quality press copies, you will need to have printing negatives made. Call us for help in this area. Our presses are limited to a maximum size of 11" x 17" and two colors per side. Custom colors are available at additional cost. Beware that it can take several weeks to receive a custom PMS color ink.

Graphics/Pictures

For color copying purposes, pictures and graphics should be scanned in at a minimum of 300 DPI and 600 DPI for B&W pictures. Files should be saved as TIFS or EPS formats. If you save your pictures as JPGs, use the

maximum quality setting in order to avoid compression loss.

You should size your pictures in an image editing program like Photoshop prior to using them in your document. Large picture files such as 8" x 10" pictures shrunk down to 3" x 4" sizes within your publishing program will create extra large output files which will slow down the copying process.

Document Sizes

Digital copies are available in 8 1/2" x 11", 8 1/2" x 14" and 11" x 17" sizes. Press printing copies can be from 3" x 5" up to 11" x 17".

Bleeds

Our copiers will not image edge to edge. Leave a minimum of 3/16" blank space on all 4-sides of your document. If you need your finished piece to have bleeds, you must make your design fit within the copier image area and then we can cut the finished product down to a custom size.

Copier - Incompatible Substrates

We can make digital copies on most papers and card stocks. Incompatible materials are labels with adhesive backs, foil embossed sheets, 3-ring divider sheets, magnetic sheets and envelopes. Envelopes can be run on our printing presses.

Acceptable Media

You may furnish your digital files through E-mail, CD, DVD, Floppy Disk or Flash Drive.

Caveats and Hints

Be aware that Microsoft Word files can re-flow text and change your planned page formats when opened on a different computer. This can happen even if the fonts used in the document are the standard issue fonts. Creating a PDF seems to eliminate this problem.

When creating a multi-page booklet in Microsoft Word or Publisher make sure that the total number of pages in the document is divisible by 4. This number can include any blank pages.

Fonts can be a problem if they are not embedded in your PDF. To guarantee compatibility in your document, some desktop publishing and drawing

programs allow you to convert placed text to curves or what is called outline. This means the font is eliminated and the text becomes a graphic. This should only be done after the document is proofed for final copy.

When creating tri-folded or four panel folded brochures, be aware that the templates provided in Microsoft Publisher are not necessarily formatted with good spacing properties between the layout text or graphic boxes.
