



General File Check List

Copy ALL parts of File

- document/layout file(s)
- fonts (screen and printer)
- all graphics (embedded and nested images)
- **Submit Hard Copy!!**

Acceptable Programs

Current versions of:

- QuarkXpress 6.1
- Adobe Illustrator CS
- Adobe PhotoShop CS
- Adobe InDesign CS
- Macromedia Freehand MX

○ **If Savers must make any changes to the file...** Send files in their native application. Quark, InDesign, Freehand, etc. All files sent in this format must be collected/packaged for output (document, fonts, and all supporting artwork must be supplied with the file) When in doubt call to discuss.

○ **If Savers does NOT need to make any changes to the file...** Send files as PDF file (at least Print or Press quality) all fonts and images must be embedded to ensure a quality output. When in doubt call to discuss

○ When submitting non-native artwork, please include crop marks for position on the file you submit (manually drawn in outside of the image area is fine)

○ Whenever possible convert fonts to paths or outlines (this is a MUST if you are working from a PC, as fonts don't convert in the MAC world).

○ Page/panel sizes must be the correct for the item ordered

○ Save graphics files in **EPS** or **TIFF** format. **No PICT or Gif (if jpeg - high resolution is a must!)**

○ Process graphics **must be in CMYK - NO RGB**

○ Include embedded or nested images.

○ Image scan resolution should be 300 dpi for grayscale & CMYK images.

○ Use 1200 dpi for bitmap line art.

○ Place all scans at 100% or smaller.

○ Define colors as **spot or CMYK** in graphic & page layout programs. **All spot colors must have the same name PMS 072 U and PMS 072 C are two different colors one is uncoated the other coated.**

○ **Include color separated and composite/Color lasers.**

○ Proofread all files.

We are not responsible for errors in submitted files.

