

# Job Information and Electronic File Guidelines

## Customer Information

Company Name			
Address	City	State	Zip
Contact Name			
Phone No.		Fax No.	

## Job Type (please describe)

---

---

---

## Folding (please describe type of fold, size before folding and size after folding)

---

---

## Media Supplied (check all that apply)

\*We accept only these media types. Please check all media for physical damage and viral infections before sending to Printwell.

	Format	
	Mac	PC
DVD	<input type="checkbox"/>	<input type="checkbox"/>
CD-ROM or Photo CD	<input type="checkbox"/>	<input type="checkbox"/>
Jaz Cartridge (1-2 Gb)	<input type="checkbox"/>	<input type="checkbox"/>
Zip Cartridge (100-250Mb)	<input type="checkbox"/>	<input type="checkbox"/>
Syquest Cartridge (200/88/44 Mb)	<input type="checkbox"/>	<input type="checkbox"/>
3.5" Floppy	<input type="checkbox"/>	<input type="checkbox"/>

## Mock-ups

You must supply a b&w or color mock-up of your job, output at 100%. **Please note all color breaks, color builds, FPO's (for position only), trim marks, perfs and fold lines.** Failure to supply a mock-up may delay the printing of your job and could result in additional charges.

## File Information

In the next column, please list the file names and types of all documents supplied on disk. We accept only the file types listed under each category.

**If you need more room, please attach additional sheets to this form.**

## Layout Programs

- Adobe InDesign Version 1.5 and above
- Adobe Pagemaker Version 6.0 and above
- Quark XPress All Versions

File Name	Brief Description
_____	_____
_____	_____
_____	_____

## Illustration Programs (to be used for art only!)

- Adobe Illustrator Version 5.5 and above
- Freehand Version 8 and above

File Name	Brief Description
_____	_____
_____	_____
_____	_____

## Image Files

- Photoshop 5.0 and above TIFF, EPS, JPEG
- Photoshop DCS 2.0
- Scitex CT

File Name	Brief Description
_____	_____
_____	_____
_____	_____

## PDF Files Adobe Acrobat 4.0 and above

---

---

## Fonts

- Adobe Postscript Type 1
- TrueType

---

---

---



# Fonts

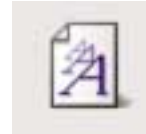
- ☞ We accept Macintosh and PC Truetype and Adobe Postscript Type 1 fonts. Please supply all typefaces and styles. **Do not apply softkey styles to type.** For example, Pagemaker and Quark XPress allow you to apply a bold attribute to Helvetica-Regular even if your system does not contain Helvetica-Bold. In some typefaces, applying softkey styles to type will not give the desired end result. Also avoid using Outline and Drop Shadow styles, unless you include the printer font.
- ☞ Please include both screen and printer postscript fonts.



Type 1 Screen



Type 1 Postscript



Truetype

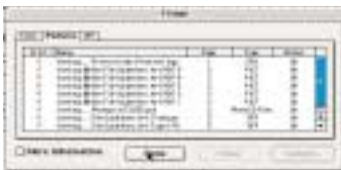
- ☞ For PC fonts include both the .PFB and .PFM portions of the typeface.
- ☞ Place all fonts in **ONE FOLDER.**

## Linked Graphics and Images

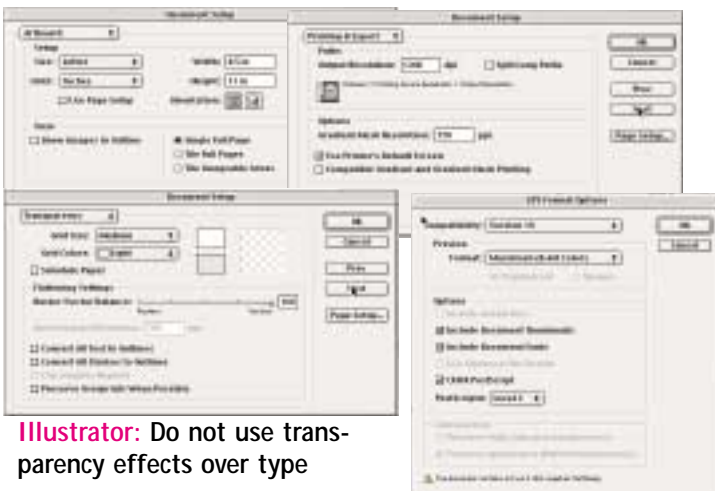
- ☞ Please supply all images and graphic files in an editable format. (EPS or TIFF only)
- ☞ Link all images with the most up to date file, at least 300 dpi.

**Quark XPress 4.0 or 5.0:** Supply all images shown in your Usage Window

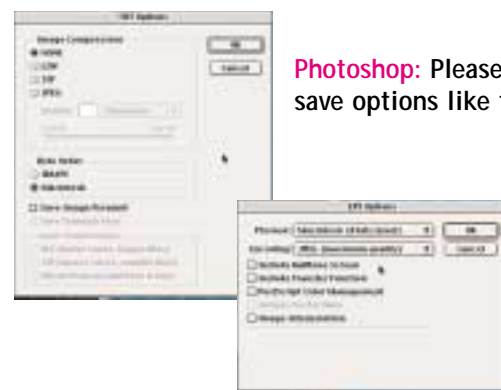
**Pagemaker:** Supply all images shown in your Links Manager. Do not check Store Copy in Publication



**Illustrator:** Do not have any options checked in Document Setup



**Illustrator:** Do not use transparency effects over type



**Photoshop:** Please set your save options like these

- ☞ Files containing excessive numbers of paths, objects and gradient fills often will not print. Please remove all redundant path and curve control points to minimize errors and speed up the printing of your job.
- ☞ Use unique names for all images or artwork and place in one folder.

# Pre-Flight

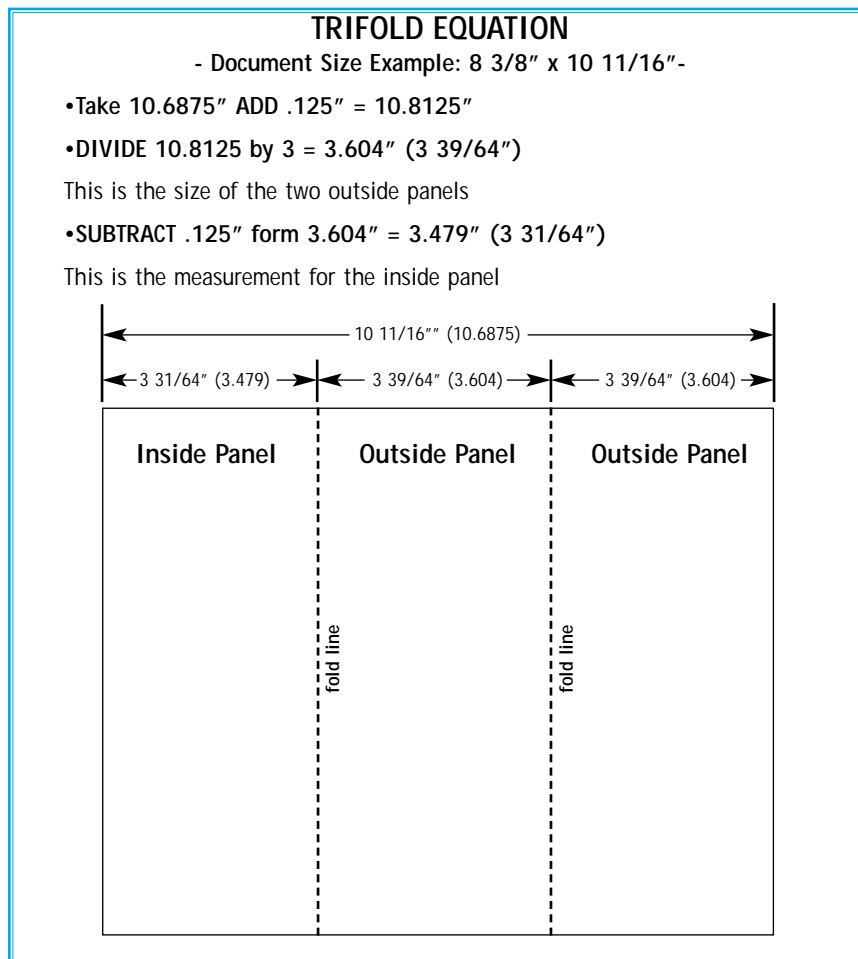
- 👉 We recommend that you run pre-flight checking software before you send your disks to us. This software points out missing files or fonts.
- 👉 We encourage all customers to Anti-virus check your files. We don't accept infected disks, and will return your disks for replacements.

# Trapping

- 👉 We use high-end software to apply all necessary traps to your document. Please disable all trapping functions in your software.

# Folding

- 👉 If your job folds, please make sure to set-up your file with the correct folding configuration. If you have any questions on how to set-up a folded document call us.



If you have any further questions or concerns, contact your sales representative or our Customer Service Department.