



Electronic Publishing Guidelines

We can accept PC-formatted files in the following applications:

- *Adobe Acrobat Reader 5 or before*
- *Adobe Illustrator 10 or before*
- *Adobe InDesign 2*
- *Adobe PageMaker 7 or before*
- *Adobe Photoshop*
- *Corel 10 or before*
- *QuarkXPress 4 or before*

or graphics files in the following formats (CMYK):

- *EPS*
 - *TIF*
-

PLEASE NOTE: *Any file format must have fonts converted to curves or outlines (or include the fonts, as with PageMaker or Quark) and include support graphics files or links. Files will not print to Postscript devices with missing links.*

Acrobat (PDF)	PDF files work from Acrobat Reader, PageMaker 7 (not 6.5) or InDesign. Links and fonts must be included when file is distilled.
Illustrator 10	Make sure that all fonts, lines, rectangles, etc. are converted to outlines and that supporting graphics files are contained in the folder with the Illustrator file. Support graphics for spot color must be colored in the file for spot color separation. Graphics for process color must be CMYK - not RGB.
InDesign 2	All fonts must be converted to outlines and include all support graphics.
PageMaker 7	Include all fonts and links.
Photoshop	If your job is printing as process color, make sure your file is saved as CMYK (not RGB). If your job is spot color, save as a TIFF bitmap, rather than a PSD. Save only the images and do not embed any type. Type will print poorly out of Photoshop; we can add it to your image in another application.
Corel 10	Everything converted to curves, including all ellipses, rectangles, etc. Include support graphics files.
QuarkXPress 4	Include all fonts and links.
EPS	EPS files are ideal. Any fonts used to build the file must be converted to curves or outlines.
TIF	TIFs must be black-and-white (bitmap) for black or spot color printing; CMYK for full-color printing.

A note about JPEGs, Word files and Publisher files: *Everyone with a computer at home or office is able to create these kinds of files. They were designed to print to a home or office desk-jet type of printer; however, they print poorly on a Postscript device and, for this reason, we suggest not using these file formats.*