MEDIA
We can accept CD, DVD, 100 or 250 MB Zip Disc, 3.5 Floppy Disc. A printed Disk Directory should accompany the disk and it should clearly show the organization of files supplied which the disk contains. The name of the actual output files should be circled or highlighted in some way.

SOFTWARE FORMATS/APPLICATIONS
We can accept files generated in all mainstream graphics packages. For layouts and vector graphics, use Illustrator, Freehand or Corel Draw. Corel Draw files should be exported as an EPS file with font converted to outline (cdr file is helpful, if included). Images should always be PhotoShop TIFF or PSD. All current and previous versions of these programs are acceptable on PC and Macintosh platforms.

High Resoulution Scans and Images – your Photo Shop file
Enter the final size for output in the image size menu and make sure that the resolution does not fall below 72 dpi. Save your Photo Shop files as PSD (tiff and eps are acceptable) in CMYK Mode.

Logotypes, Symbols and other Vector Artwork- your EPS file
When using Adobe Illustrator or Freehand to create your outline files, save the images as EPS when finished. When creating black use a process black color. Any Fonts need to be convereted to outlines before saving file as EPS in order to reduce the number of fonts used in the final file. When using Corel Draw to create your outline files export images to EPS and make sure you select Export Text as Curves or convert all fonts to curves before exporting a file. When creating black, use a process black color.

FONTS
Fonts should be converted to outlines, only.

SUPPORT ELEMENTS
All elements necessary to the successful output of the file should be supplied on disk. This includes all placed graphics, images and fonts. Live images should already be converted to CMYK Conform to SWOP 20% settings when separating. Resolution of images should be adequate for printing on the UltraVu System. To check this, open the file in PhotoShop, go to IMAGE>IMAGE SIZE in the menu. Enter the final dimensions of the image as it will be printed and watch that the resolution does not fall below 72 dpi. All blackes in vector art and text should be mde up of 4-color black. There are many color breaks that work well for this. Our prepress, unless otherwise noted, will change 1 color black to 4-color black.

PROOFS
Some form of a hard copy proof must be sumitted with files. Color is preferable, but if you cannot send a color proof, we require at least a black and white proof with your order. Please, inform us whether your proof is color correct or not. The actual name of the file to be output should be present on the hard copy and should reflect the actual name of the file on disk. This is importat to ensure that the correct file is used. It is also important to include the final dimensions of the file on the proof. This is critical if the files were built at half or quarter scalae. Any special instructions should be written one the hard copy. A cover letter should accomany the materials. This should further discuss size requirements, quantities, special instrucitons, material requirements, finishing requirements and shipping instructions.

If you have any questions, please contact Michele Vives at 858-622-6610.