

Digital File Formats Required for Processing

- Your files, if readable, may require conversion.
- We do not guarantee we can open every file.

The Macintosh versions of the following programs are suitable for direct use:

- Quark Xpress 6.5 or earlier
- Adobe Illustrator 12 or earlier
- Photoshop 9 or earlier
- Adobe Acrobat 7
- Word 11.2
- Excel 11.2
- InDesign & Adobe Creative Suite 2

PC files from Photoshop are useable as is. Illustrator or Corel files from the PC environment must have all type converted to curves (vector art) and saved as an **.ai**, **.eps** or **.pdf** format with all fonts imbedded.

PC word processing documents such as Microsoft Word require re-formatting to conform with output requirements. Please convert to PDFs. Computer time charges will apply as extra.

ALL Submitted files must be accompanied by:

1. A printout from owner's computer for checking purposes.
2. All type within the document must be converted to curves/outlines.
3. Separate files for all fonts used (screen and printer fonts)
4. Separate files for all placed photos or graphic images.
5. Please check with us before submitting the file to save unnecessary costs and preparation time.