Homosassa PRINTING

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ELECTRONIC FILE SUBMISSION GUIDELINES

We accept files created in the following native applications:

APPLICATION	VERSION	COMMENTS
Adobe Acrobat	7.0 or earlier	Save as a **press.pdf**
Adobe InDesign/ PageMaker	CS2 or earlier	Macintosh software only
Adobe Photoshop	CS2 or earlier	Save as a **.tiff**
Adobe Illustrator	CS2 or earlier	Save as a **.eps**
Quark XPress	6.0 or earlier	Macintosh software only
Microsoft Word	2000 or earlier	Save as **text** or **.pdf**; single color only
Microsoft Publisher	2003 or earlier	Create with **spot color**; not acceptable for 4-color process

We will accept your file(s) on Compact Disc, Zip Disk, 3.5 Floppy Disk or USB Memory Stick. Files under 7 MB may be emailed.

PLEASE REMEMBER THE FOLLOWING GUIDELINES:

ADOBE ACROBAT

The best way to submit your **"camera ready"** document, regardless of which application it was originally created in, is Adobe .pdf format (saved in Adobe Acrobat as a press.pdf with all fonts and images embedded.)

This can be done in several ways:

1. For a full color document, save as a composite in **CMYK** mode.
2. For a spot color document, save as **separations**.
3. For a black and white document with black and white photos, save as a composite in **grayscale** mode.
4. For a black and white document with text only, save as a composite in **black and white** (bitmap) mode.

QUARK XPRESS

1. Create your document according to the size and orientation you want your finished piece to be.
2. Do not use the "style palette" to modify your fonts, use the **native fonts** (i.e. Helvetica Italic, Helvetica Bold, etc.)
3. All fonts used in your document must be included in a separate folder on your submission disk. You must provide both the **screen and printer fonts**.
4. Along with your finished document, we need the **supporting graphic file(s)**. Make sure the supporting file has the same name as the graphics used in your document (changing the name after placement will cause the graphic to appear "missing" or "modified").

TIP: *To ensure all fonts and art files are included, we recommend that you Collect for Output when saving to your submission disk. Collect for Output is located under the File Menu.*

ADOBE PHOTOSHOP

Please submit Photoshop documents in **.tiff** format as follows:

1. Black and white line art - **bitmap** mode at **600 dpi** or greater.
2. Halftone images (photos) - **grayscale** mode at **300 dpi** or greater.
3. Full color photos - save in **CMYK** mode (not RGB) at **300 dpi** or greater
4. Remember to **flatten all layers** before saving.

TIP: *Saving images as .jpeg may alter file data and produce inferior printing. Low resolution images will be printed as is (Homosassa Printing will not be responsible for incorrect or inferior output).*

ADOBE ILLUSTRATOR

1. Change all text to **outlines**.
2. Flatten all layers.
3. Save the file as an **Illustrator EPS**.

ADOBE PAGEMAKER/INDESIGN

1. Create your document according to the size and orientation you want your finished piece to be.
2. Do not use the "style palette" to modify your fonts, use the **native fonts** (i.e. Helvetica Italic, Helvetica Bold, etc.)
3. All fonts and artwork used in your document must be included on your submission disk (see Quark XPress guidelines for more information).

TIP: *Use Save for Service Provider located under **Utilities> Plug-ins** to preflight your document. After preflight has completes and any errors corrected, press the Package button to collect all fonts and artwork.*

ALL OTHER APPLICATIONS

If your document was not created in one of the programs mentioned in our list, you must save your document as a Postscript (**.ps**) or PDF (**.pdf**) file. When using these formats, make sure all fonts and artwork are embedded.

HELPFUL TIPS

1. Always supply a printed **proof** for verification, including color separations if available.
2. DO NOT use internet art (i.e. **.jpeg**, **.gif** or anything below **300 dpi**) for images in your document. These formats are meant for on-screen veiwing only and will not reproduce well when printed.
3. Some Quark XPress and Adobe InDesign/PageMaker files may need to be compressed due to their large size. You may compress all of your fonts and artwork along with your document using the compression utility **Stuffit**.
4. In any program, allow at least **1/8" for bleeds** on each applicable side.
5. Use an illustrator or photo program for adding special effects, not the document program. Rotating, flipping, scaling or screening of images should be completed in an illustrator or photo program before being placed into the document. Do not rotate, flip, screen or scale images after they are placed in the document.

We make a good impression...
...so you can, too!