File Preparation

Accepted Programs
Files created with current versions of (Mac or PC):
- InDesign
- Illustrator
- PhotoShop

LIMITED ACCEPTANCE
Files created with:
- Microsoft Publisher *(only if converted to .pdf)*
- Microsoft PowerPoint *(only if converted to .pdf)*
- Microsoft Word *(only if converted to .pdf)*

Pre-Design Checklist

PAGE LAYOUT:
- ☐ We can create a template to your specs *before* you start your design.

SENDING ARTWORK AS A .PDF FILE:
- ☐ High-resolution (print/press quality) please.
  Include .125 bleed on each side as needed.
  Inaccurate files, low-quality graphics will cause delays.

SENDING LAYOUT FILES from the "Native" Program:
- ☐ Collect all elements: use "Package" or "Collect for Output" in program.
- ☐ FONTS: include both printer and screen fonts.
- ☐ in Illustrator files, convert fonts to outlines.

- ☐ IMAGES: *No RGB/72 dpi web images!*
  use hi-res, 300 dpi CMYK or grayscale
- ☐ scans/line art: 1200 dpi, bitmap images
- ☐ in Illustrator files, convert type to outlines.
- ☐ save as: .psd, .jpg or .tif format

- ☐ GRAPHICS: vector (outline) art, convert all fonts to outlines
- ☐ use spot/PMS, CMYK, or grayscale, not RGB
- ☐ save in .eps format

INK COLORS:
- ☐ Spot color - use Spot/PMS (Pantone®) colors
- ☐ Four color process (full color) - use CMYK
- ☐ for large black areas (not fonts) use a rich black
  cyan 60% magenta 40% yellow 40% black 100%
- ☐ avoiding "Blues that look Purple" refer to the Pantone® 4-Color Process Guide. Choose a formula with 30% more cyan than magenta.

Sending Your Files:

(1) Check that artwork and layout matches the specs quoted
   - Follow Pre-Design Checklist

(2) Compress files (.zip) before sending

(3) Email or Upload files
   - include job name in subject line
   - reference contact name
   - reference quote number
   - Email SMALL files (under 10 MB)
   - Upload LARGE files:
     *www.wordsprint.com
     |servicecenter|send_file.html*

Wordsprint
design print mail

www.wordsprint.com
276-228-6608 Wytheville phone
276-228-2584 fax
540-382-9111 Blacksburg phone

AVOID ERRORS AND DELAYS IN YOUR JOB:
- ☐ Proofread and test print your files: print color separations. Make a mock-up, print out a copy at 100%, cut it out and fold -- does your copy fall on the correct panels? Additional charges apply if we must modify your files.
  We are not responsible for errors in supplied files.