

Electronic Art Requirements

If you are supplying your own artwork, following these guidelines is necessary to ensure proper print production:

We support the following Macintosh software:

Quark XPress
Adobe: Illustrator
 Indesign
 Photoshop
Macromedia Freehand

Microsoft electronic files generally are not acceptable as output for print production.
Print-ready copy is artwork that can be scanned without further preparation or changes by the plant.
Shading (screens) will not scan well and should be avoided.
Contact your PGI representative for further details.

We can accept artwork via FTP, E-mail, CD, DVD and Floppy disk. Please check with your PGI representative for details.

If using an application that offers a "Collect for Output" feature, please use this. It proves to be a fairly accurate method of insuring all associated fonts and images are accompanying the output file.

Be sure to send all linked files, including all TIFFs and EPS files for artwork placed in your document as well as all printer and screen fonts used.

All RGB defined colors and files must be converted to CMYK for production.
Please include a laser proof with your files, identical to what you expect in return, to verify final output.
We cannot be responsible for incorrect output from disk.
There will be an additional fee to repair or correct a submitted disk.

Helpful Hints

EPS (Encapsulated PostScript) file format is used to transfer PostScript image information from one program to another. The file includes PostScript code plus a low-resolution representation of the image. Logos, illustrations and graphics that will be color separated should be saved as EPS files.

TIFF (Tag Image File Format) is a widely used file format for exchanging bitmapped images (usually scans) between applications. Black and white line art or grayscale images should be saved as TIFF files.

All artwork must be saved at the size of the finished document at a minimum of 300 dpi.

Always provide a list of fonts used within a document. This allows output technicians to download the appropriate fonts to their output device. Remember to list all fonts used with imported illustrations, otherwise the output device may substitute a different font.

When supplying PostScript fonts with a job, be sure to supply the printer fonts (also called outline fonts) and screen fonts (bitmap fonts). Both must be available for proper output.

When supplying fonts, don't forget to supply those used in the creation of EPS files. (They will not show up in your page makeup application on the list of fonts used.)

Don't mix TrueType and PostScript fonts in the same job. Most printers prefer that you stick with PostScript fonts.

Specify fonts and their style (bold or italic, for example) by using the long menus in your publishing program rather than selecting bold or italic by clicking on a style bar. The menu selection will give you a more accurate representation of the font and style desired. Plus, on the Mac platform, clicking on the style bar allows you to select styles for which fonts don't actually exist, creating output inaccuracies.

Limit the number of fonts used in each job. Typically, 3 font styles per file is the maximum for a cohesive design.

Avoid saving EPS files within EPS files.