

Electronic Guidelines

• Information sheet to prepare your printing order •

Please provide printouts of your job for reference.

It is recommended you try a separation printout before submitting your color job.

- Provide a printout (preferably color) of the artwork and any special instructions.
 - **OR:** Fax or email a copy of the expected image output with your estimate!
- Include a "dummy" for FOLDING and for BOOKLETS showing page sequence.

For convenience...

upload your .ZIP or .PDF file to our WEB site!

mauiprinting.com

Call us if you need further information!

FONTS

We do not accept Multiple Master fonts! Convert all text to paths or send all **screen and printer** fonts (Type 1) and all **screen** fonts (TrueType) used. Do not combine different font families in the same suitcase. PC fonts may be replaced with Mac fonts to match as close as possible, or include the TT font from your PC in your file.

COLORS

We accept B/W, CMYK, and Spot Color. **Convert RGB files to CMYK!** Delete any colors not used in your job. Convert and rename the default colors (Red, Green, Blue) to CMYK, if used in your job. For all 4/c black backgrounds, etc., use a Black Build of 30C/40M/50Y/100K.

BLEEDS

We need 1/8" (.125) extra around the outside of your layout for bleed (color or photo that goes off the edge of the printed piece) extended out from final trim size. (i.e. a business card, 3.5" x 2", will have an image size of 3.625" x 2.125" to include the bleed.)

GRAPHICS

Raster Images (scans, photos, bitmaps, scanned line art, digital photos)

- Scale to 100% of size used in layout.
 - Color photos: 300 pixels/inch (ppi/dpi)
 - Black & white line art: 300-1600 ppi/dpi
 - NO WEB ART (i.e. 72 dpi)
- Vector Images (clipart, scalable line art, etc.)

- CMYK and defined PANTONE spot colors
- Minimum .5pt (1/2pt.) point size for lines
- We will set the trapping for you
- For full color black backgrounds, use a Black Build of 30C/40M/50Y/100K.

GANG RUNS

Files submitted for gang runs must meet our guidelines or may have additional charges to fix or rebuild your files.

Bleeds (color goes beyond the edge of your printed piece) must extend 1/8" (.125) beyond the final trim size.

EMAIL

Email files should be **ZIPped** to preserve the original file extension and reduce transmission time. **Please use the ZIP feature** as it is more reliable than Stuffit. *A faxed or emailed copy of expected output is recommended.* We can email you a digital PDF proof before final printing. Please inform us of your email address!

PUBLISHER FILES *(Charges will apply)*

Use **Pac-n-Go** (Take To Commercial Printer) and follow the instructions. *Include all fonts and graphics.* PDF files created from Publisher are accepted.

To expedite your job, and keep it on schedule, it is necessary that the above materials and information are supplied to MPC. If extra work or changes are recommended, our staff will contact you before proceeding.

For information on creating PDF or ZIP files, emailing files, or uploading to our WEB site, go to mauiprinting.com for all instructions.

IF YOU HAVE ANY QUESTIONS BEFORE SUBMITTING DISK-READY or EMAIL ART, PLEASE CALL US AND WE'LL BE GLAD TO ASSIST YOU!

Use our Website for more information

mauiprinting.com

For your convenience...

SUBMISSION REVIEW CHECK LIST

APPLICATIONS

PREFERRED:

- QuarkXPress 6.5 (MAC/PC)
- Photoshop CS2 (MAC/PC)
- Illustrator CS2 (eps)
- InDesign CS2

NOTE: Illustrator files must be saved as Illustrator 10 or greater.

ACCEPTED:

- Photoshop CS3 (MAC/PC)
- Illustrator CS3 (MAC/PC)
- InDesign CS3 (MAC/PC)

Add'l charges will be incurred by the use of the following programs:

- PageMaker (MAC/PC)
- Publisher 2003 (PC)
- MS Word (MAC/PC) *(TEXT ONLY)*

FORMATS

- EPS TIF/JPG
- PDF (300 dpi min.)

PLATFORM

- Macintosh OS10
- Windows/PC

LAYOUT

Page Size _____

Trim Size _____

#Pages _____

TRANSFER MEDIA

- CD DVD
- E-Mail MPC Web

COLORS

- CMYK
- Spot Color(s)

DIGITAL PHOTOS/SCANS

- Digital photos included
- Scans to do _____