



Art Requirements

The following guidelines are designed to assist you in preparing your files for digital submission. If you need assistance, please contact Chad Banning (chad@ugotmail.com) or call 602.276.6162.

All of United Printing and Mailing's pre-press operations are performed on Macintosh computers. Although we will make every effort to accommodate those who work on Windows-based computers we will not be able to offer the same level of service or expertise in printing these files. If you have Adobe Acrobat Exchange/Distiller, please send .pdf files.

NATIVE FILE FORMATS ACCEPTED FROM THESE PROGRAMS:

- InDesign CS3 or earlier
- Photoshop CS3 or earlier
- Illustrator CS3 or earlier
- QuarkXpress 6.5 or earlier

Other native file formats accepted, but additional conversion time is needed and original format and colors are **not guaranteed**:

- Pagemaker 6.5
- Microsoft Word
- CorelDraw (export as eps)
- Microsoft Publisher

UNACCEPTABLE FILE FORMATS:

Microsoft Powerpoint, Microsoft Excel, Flash, Gif, Web-Page or Application Screen Captures

ACCEPTABLE FILE FORMATS: (in order of preference)

- **PDF** (when prepared to specifications)
Please call if you need further assistance.
- **EPS** (preview-Mac/Encoding Binary)
- **TIF** (limited-no compression) Note: .tifs are unpredictable when embedded in .pdf documents.
- **JPEG** (highest quality-no compression)
- **Photoshop DCS 2.0** (preview-Mac 8bit/DCS-Single File w/Color Composite/Encoding-Binary)

REQUIRED WITH ALL SUBMISSIONS:

- Color Printing needs at least a High Quality Color Laser print. B/W Printing needs a laser print or Fax set on the Halftone feature.
- Please note that if we cannot open your file it will delay its production time and a laser print or fax will not scan and reproduce well.

- ALL FONTS must be included on the disk if not outlined or embedded in your document. Even Photoshop 5.0 layered docs require the original fonts. If in doubt please include all screen and printer fonts. READ font requirements section.
- ALL GRAPHICS must be included on the disk and submitted in acceptable file type. We recommend that you that you also send the original Illustrator/Photoshop art.
- Any special instructions - Please enclose a READ ME file listing the software your print job was created in, etc.
- Please provide the name and phone of the creator of the file or a contact person in case we have problems with your file.

GRAPHIC AND COLOR REQUIREMENTS:

- Web Margin Requirements = 5/16" minimum*
- Bleeds need to extend 1/8" beyond trim edge*
- All colors for 1, 2, or 3 color jobs **must** be specified using Pantone Matching System (PMS)
- All full color jobs **must** be specified as CMYK! RGB or Indexed Color will need to be converted.
- Vector-based graphics (Illustrator & Freehand) should have fonts outlined or converted to paths.
- DO NOT include transfer function on EPS files.
- Photos should be saved to exact size and linescreen.
- Linescreen/Pixel count = 133lpi x 266ppi (133x2) absolute minimum.
- Bitmap graphics should be saved at 600dpi and at actual size with no compression.

FONT REQUIREMENTS:

- We recommend using only Adobe Type 1 postscript fonts. We cannot guarantee compatibility with Type 3 or Truetype fonts.
- When sending Type 1 fonts be sure to include both the screen and printer font for each
- PC fonts are not compatible. Outline where possible.
- Embed all fonts in PDF file formats.
- Do not set type in Photoshop smaller than 16 pt.

ELECTRONIC AND DISK DELIVERY

- Email – Anything under 5mb (.pdf, .sit, .sea, .zip files only)
- FTP – Anything over 5 mb
Address: 69.26.230.68
User Name: dropbox
Password: visitor
- DVD, CD-ROM, USB Flash Drive, 100mb ZIP

**Check with your Sales Representative regarding your project's press placement.*