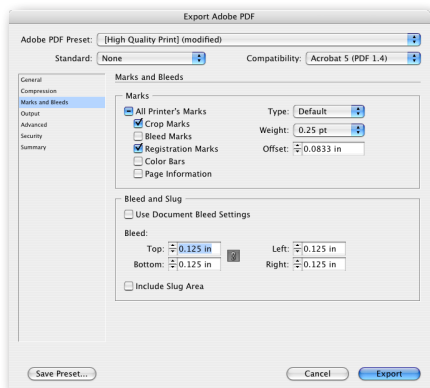
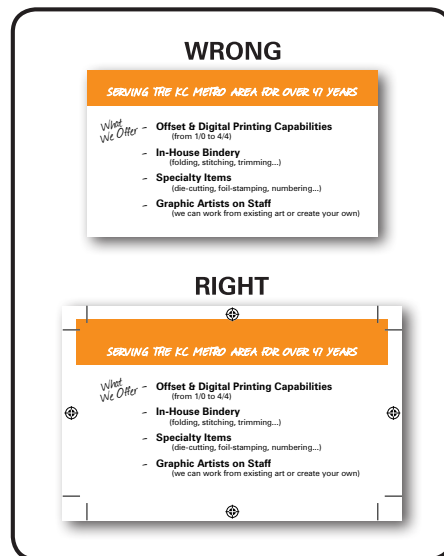


SEND A HIGH QUALITY (PRINT QUALITY) PDF FILE AND A ZIPPED FOLDER OF THE DESIGN FILE WITH ALL LINKS (PICTURES, LOGOS) AND FONTS FOR ALL ARTWORK.

Make documents to size. For example, a business card is 2" x 3.5" so that will be your document size. If the document bleeds, **extend bleed** past the page .125" (1/8) of an inch while creating the artwork (or increase the document size by .25" (1/4) inch on both sides). Additional steps are required to keep these settings while exporting the PDF in some programs (see below).

Art files can be sent to us in one of three ways: as an **email attachment** (up to 10 MB), **FTP upload**, or brought in on a **CD or flash drive**. If you would like to use our FTP, ask for an info sheet with the login name and password.

Send a hard copy proof of your job with correct folds, scoring, colors, margins, etc.



PROGRAM SPECIFICS (EXPORTING PDF'S)

■ Microsoft Office (Word, Publisher, Excel, etc.)

Print - Adobe 7.0 (Adobe 5.0, 6.0, etc.) - Select Save Location. If you do not have an Adobe print setting, you will need to download a plug-in to convert to a PDF.

Go to <http://www.docudesk.com/downloads.shtml> for a trial of deskPDF and download the applicable file (Windows 2000, XP, etc.) . Follow the installation instructions. After installation you will have a print driver named "deskPDF." You can print an Adobe PDF from any Microsoft Office program by using this driver.

■ Adobe InDesign

File - Adobe PDF Presets - PDF/X-1a:2001. In the Export Adobe PDF window go to the Marks & Bleeds tab on the left side and select Crop Marks and Registration Marks. Set bleed to .125" on all sides and save. Go to File - Package and InDesign will generate a folder with the Links, Fonts, and InDesign file. Zip and send this file along with the PDF.

■ Adobe Illustrator

Save As - Adobe PDF. In the Save Adobe PDF window go to the Marks & Bleeds tab on the left side and select Trim Marks only. Set bleed to .125" on all sides and save. Send the PDF and the original .ai file with all links and fonts.

■ Adobe Photoshop

Send a flattened .tif file. Because you cannot specify bleeds in Photoshop, make your document size a .25" (1/4) inch larger on each side. For example, an 8.5" x 11" sheet would be 8.75" x 11.25" instead.

■ Quark/QuarkXPress

File - Export - Layout As PDF - Options - Output Tab. Set Registration as Centered. Set Bleed Type as Symmetric and the amount to .125". Send us the PDF and a zipped file with the Quark document, all links and fonts.

■ Adobe Pagemaker

Print - Adobe 7.0 (Adobe 5.0, 6.0, etc.) - Save. Select the Adobe Print Driver from the Document tab in the Print Settings. Under the Paper tab make the paper size larger than the document to accommodate the bleed and check Printers Marks; Crops and Bleeds only. Print and save the PDF and send in a zipped folder with the Pagemaker document, links and fonts.

For specific questions or more information visit our website, or email design@serviceprintingonline.com.