

FILE SUBMISSION

THROUGH MAIL:

We accept CD/DVD media. Send all artwork to:
PDQ Print Shop, Inc. • 124 S. Third Street • Clarksburg, WV 26301

THROUGH E-MAIL:

Fill in the appropriate information - Name, Job or PO#, etc.
Then, make sure to attach your file. (Do not embed photos and artwork into the e-mail.)
When sending multiple files, please zip files if possible.

ARTWORK SUBMISSION INSTRUCTIONS

SOFTWARE COMPATIBILITY

- Adobe PageMaker 6.5
- Adobe Photoshop 4.0
- Microsoft Publisher 2007
- Microsoft Word 2000
- Microsoft Excel 2000
- CorelDraw X3
- QuarkXPress 4.1
- Powerpoint
- Acrobat Reader (*PDF's are used for camera ready purposes only*)

DOCUMENT CREATION GUIDELINES

1. We do not accept Macintosh files.
2. Send only high resolution (at least 300 dpi) files. Linework art should have a minimum effective resolution of 800 dpi.
3. Document page dimensions should be the same as the publication's final trim size.
4. Any element that is to extend to the trim edge of the publication should be extended 1/8" beyond trim for bleed.
5. No lines or rules are thinner than .5 points.
6. Send all jpeg images separately.
7. All picture box frames have been specified correctly. If rule lines are for showing position only, indicate as FPO (for position only) on the laser to ensure that they will be deleted.
8. All images are positioned correctly in their picture boxes. There are no gaps between images and borders or rules around the images.
9. You have only included fonts you intend to use, both screen and printer fonts. (Please do not send your complete font library.) Due to computer restrictions we may or may not be able to use supplied fonts or guarantee exact type matches.
10. All unused colors should be deleted.
11. Colors should be defined correctly in color palette. (PMS colors as spot, process builds as process separation, CMYK.) Please call for software compatibility for multicolored jobs.
12. The pasteboards surrounding all pages should be empty. This will reduce the final size of the file.
13. When preparing a file, save as will reduce the file size. (This eliminates mini saves within the document.)
14. In Quark XPress only - grayscale / full color TIFFs are in picture boxes with a none fill.
15. All RGB files are converted to CMYK or grayscale.
16. All documents should be proofed for typographical errors. **We require a submitted hard copy.**
16. Some exceptions can be made. Please call with questions.

We suggest before beginning any difficult project that you give us a call and let us help you decide the best course of action and most compatible software to use. This will help avoid : reworking the file; additional charges for us to rework the file; or delays in completing your order.