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alcoPRINTING, INC.

FILE PREPARATION

Please follow instructions below to help us give you better service:

• We support the most current version of these industry-standard programs: Quark XPress, Page Maker, InDesign, Illustrator, Freehand, Photoshop, Corel Draw and PDF.

• Put all items into one folder for outputting (Images and artwork and fonts).

• Be sure to include all fonts used in your Artwork (we need a copy of original fonts used).

• Do not apply BOLD or ITALIC to typefaces. Always use the actual typeface (i.e. BTimes Bold, ITimes Italic, etc.). We accept Windows and Macintosh fonts.

• Be sure to include all images and graphics used (even if the image is imbedded instead of linked).

• All images should be saved as CMYK. Do not use RGB colors.

• The resolution of your Bitmap Images should be at least 300 dpi. Do not scale your original image more than 120%.

• Proper Bitmap image format should be TIFF (.tif), PDF or EPS (.eps).

• Always include a current sample of the job. A simple Black and White (B&W) printout will help us check the file for any problems (i.e. text reflow, missing images, etc.).

• Bleed is the part of the artwork that extends beyond the edge of the page. The bleed ensures that the final image goes right to the edge of the paper after binding and trimming. If your artwork has any printable element that goes to the edge, it should be extended 0.125" on each side. (i.e. for 8.5 x11 artwork the final file should be 8.75 x 11.25). please note that the extended part of the artwork will be trimmed after printing.

• Also keep 0.25" margin from the edges of page, doing so, text and other essential elements of your artwork will not be too close to the edges of the paper after trimming the final print.

• If spot color is used in your job, list the spot colors used in the file or document. Make sure that spot colors used in all images are named the same. The computer sees differently named colors as different plates. When using spot color from a color matching system (like Pantone) to be converted to CMYK values, it will not exactly match the spot color chosen.

• If you need to apply spot color gradient, do not use white and spot color, use 100% of spot color and 1% of the same color at the other end of gradient.

• We do process Microsoft Word documents but you must include original images that has been imported to your document.

• Additional charges may apply for rebuilding, editing or converting.