PRE-FLIGHT FORM

If you have any questions please contact your distributor or Sales Representative.

Name of your in-house Customer Service Rep:_____

Company_____Designer/Contact Person_____

Job Name_____Finished Product Size_____

Address_____

City_____State_____Zip_____

Hardware Used: _____Macintosh / Compatible _____IBM / Compatible

Disk Type:

   _____CD Rom   _____Zip 100 or 250   __DVD

Software Used: (Make self-extracting archives when using compression software)

_____Adobe Illustrator, Version: ____   ____QuarkXPress, Version: ____

____Adobe Photoshop, Version: ____   ____Freehand v10.0 (save as .eps)

____ Adobe Indesign, Version: ____   ____Microsoft Word v6.01 *(for text only)*

Please contact your Sales Representative if using a software other than what is listed above, <u>before</u> you send files in.

We can also accept ASCII file format or MS-DOS text files if they are saved as "text only" format (available in most word processing or spreadsheet applications) however, your fonts, tabs, and preferences will be lost. We will reformat the type in our files based on your hard copy. Conversion charges may apply.

Images: **All** illustrations MUST be included (EPS, TIFF, etc.) Use vector art programs for line art which you wish to print in spot colors.

Colors: List ALL colors used in files, Pantones, Pantone substitutions, 4-color process, etc.

_____

_____

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Fonts: Please supply all fonts (both printer and screen) for final output. Fonts are discarded after your file is finished. Postscript fonts are preferred.

Please forward this form and a hard copy of the files you are submitting, either by mail or fax to your Sales/Service rep.

ELECTRONIC FILE REQUIREMENTS

Thank you for your inquiry about acceptable art formats. The following is a list of what we can accept and other requirements.

We have a MAC-based prepress with capabilities of also working with PC based files. You will be informed of any issues with files that we are required to convert.

All jobs sent on disk <u>must</u> include a printout of all files and directories.

PREFERRED APPLICATIONS:
  Adobe Indesign
  Adobe Illustrator
  Adobe Photoshop

ACCEPTABLE FILE FORMATS:
  -**Adobe Photoshop**
     • Photos saved as Tif format, CMYK
  We prefer photos supplied in CMYK color. If you are working with CMYK images, please contact your sales rep. for our press color profile to achieve the best quality color reproduction. We can also accept RGB images but please note that they will be changed to our CMYK color profile.
     • Scanned at 300 PPI or higher at actual size
  Line Art should be created in a vector art program such as Illustrator or Corel Draw, however, if this is not possible, submit bitmaps scanned @ at least 800 ppi.

  -**Press-Quality PDF**
  PDFx compliant PDFs are acceptable. PDFs must be created at the correct size. We cannot alter your PDF. Contact Norwood for more detailed instructions if needed.

  -**Adobe Illustrator**, saved as EPS

  -**Macromedia Freehand**, saved as EPS.

  -**CorelDraw,** exported as EPS with fonts converted to curves and embedded images included
  -**Mac or IBM text** (prefer Text Only format)
  -**QuarkXPress 6.0**

DISK FORMATS WE WILL ACCEPT:
100 Mb Zip Disk
250 Mb Zip Disk
CD-ROM
E-mail (archiving in Zip or Stuff-it is
    recommended)

USE OF WEB PAGE ARTWORK
Most artwork used on the internet for a web page is scanned at a low resolution and is meant for viewing on-screen only. These images are not good quality, they are scanned at 72 pixels per inch, and they are not meant for graphic reproduction. We will not accept these images for print purposes.

USE OF BLEED
Bleed is required when a page element such as a picture extends to the trimmed edge of the finished page. Our standard bleed is .125".

NEEDED TO PRODUCE FILM / PLATE:
1. <u>All screen & printer fonts</u> used in document and art files, Postscript fonts preferred.
2. All artwork (linked, embedded, etc.) files used in the document
3. Colorbreak or blend information if we need to recreate
4. **Hard copy of ALL files**
5. Do not use hairline rules. Rules should not be thinner than .0048" or .34 pt.
6. Scans of any kind to be done to actual size.

USE OF TRAP
• Trap is the slight overlapping of color that prevents gaps from appearing along the edges of an object because of misalignment or movement on-press. Our standard trap amount is .35 pts., and should be applied on page layout and art documents, wherever colors touch.

- Any variations outside the specified file formats will incur additional charges.
- A complete custom specification sheet will be designed for your custom calendar to assure the best final product. Please contact your Custom Program Managers to obtain this prior to constructing your files.
- If you need more information, please contact Customer Service or your Custom Program Managers.
- Software or hardware updates may have occurred since this list was compiled, contact us for any update information.