

## Digital File Preparation Directions:

We want your job to run smoothly and on time. Please follow these guidelines to ensure the proper output.

### Media that we support:

- 3.5 floppy disks
- Jaz
- CD
- DVD
- Zip Disk 100 or 250 meg
- Email Transfer (5 meg max)
- F.T.P Server (call for info)

### Accepted File Formats:

- Quark Xpress\*
- Illustrator\*
- Photoshop\*
- Pagemaker
- InDesign\*
- PDF\*
- Freehand

\*preferred file format

### When preparing your files:

- Include all fonts used in creating the file, even if they are standard fonts.  
(Mac - this includes both screen fonts and printer fonts)  
(PC - postscript .pfm and .pfb, TrueType .ttf)
- Be sure that any placed images are of sufficient resolution for output.

| Process              | DPI @ Final Size** | Mode |
|----------------------|--------------------|------|
| Light Jet            | 200                | RGB  |
| Ink Jet              | 200                | CMYK |
| Vehicle Graphics     | 50-100             | CMYK |
| Short-Term Vinyl     | 200                | CMYK |
| Cut Vinyl            | VECTOR             | CMYK |
| Flatbed Direct Print | 100                | CMYK |
| Grand Format         | 50-80              | CMYK |

\*\*Values vary according to viewing distance

- placed images need to be in TIFF or EPS format without compression.

### Please include a proof of every page that needs to be printed:

- include any photographic images shown in position
- the final size of your piece
- PMS spot colors called out
- the quantity of prints being done
- all mounting/laminating instructions on your proofs

**We cannot be responsible for projects that are run without a supplied proof.**

**Any questions, please call Merritt Graphics 860-296-2500.**