

# File Specifications

## QUARKXPRESS / INDESIGN

- Please include all elements with the job and all source documents (QuarkXPress and InDesign), fonts and high resolution graphics (Adobe Photoshop and Adobe Illustrator).
- All images must be supplied (imbedded images must be included). Digital information must be supplied in Mac/Apple format.

## FONTS

- Make sure you include both the Printer and Screen Fonts. Type 1 PostScript Fonts or Open Face fonts are suggested since TrueType may cause problems during the prepress file processing.

## ADOBE ILLUSTRATOR

- To avoid potential font problems, convert your type to “Outline” in Illustrator.

## ADOBE PHOTOSHOP

- Make sure your Photoshop files are 300 PPI (pixel per inch) and either CMYK or Grayscale. Place images at 100%. Do not scale images in QuarkXPress / Indesign or Illustrator. Maximum density not to exceed 320%.

## PDF

- If submitting PDF files, they must be made as PDF X1a compliant. Include crop marks only, offset marks .125 and set bleeds to .125

## FTP SERVER

- For easy file transfer use our ftp site to load files, using your web browser.

<http://ftp.imperial-vc.com/Login> or

<http://www.imperial-vc.com> ( Then click on Customer Connections, FTP)

These addresses will bring you to a secure log in screen.

Call your Sales Service Rep for user name and log in.

