



Customer Supplied Art Requirements and Specifications

Macorp's Art Department can receive art in both Macintosh and PC platform. Artwork going to press should always be sent from the program application from which they were created.

Acceptable Program Applications:

Adobe Illustrator (up to version 10 PC platform, CS2 MAC platform)

Adobe InDesign CS2 MAC

QuarkXpress (up to version 5 PC platform, 6.5 MAC platform)

CorelDRAW (up to version 8 PC Platform)

Pagemaker 6.5

Photoshop 7.0 files are acceptable for Photo images or 4 color process printing only

When sending files always be sure to include font files, logo files, graphic and photo files. Acceptable graphic and logo formats are **EPS** and **TIFF** files only. Font files should always be sent to eliminate any discrepancies in the final output (Arial and Times Roman are not required to be sent as they are common to all applications). Mac fonts also require screen and printer fonts to be sent.

Unusable Files:

MS Word Documents

MS Publisher Documents

MS Excel Documents

Power Point Documents

Text Documents (text only, RTF)

Web Graphic Files (JPG and GIF)

Acrobat 7.0 and PDF Files*

**Exception: Acrobat, and PDF files can be used in some situations like copy work and 4CP printing.*

For quality output High Resolution PDF's are preferred and fonts MUST be embedded.

Note: Alterations can not always be made to PDF's, so send them as final art.

Always send some form of visual composite of your file. That can be a hard copy printout, faxed printout, or a PDF file made from your original file. Color separations are always appreciated, but not required if you make note of what colors are used (ie: CMYK or PMS #'s).

E-Mailed Artwork

Please e-mail artwork to: art@4macorp.com and include:

Your Name, Company Name, Phone Number

And your contact name here at Macorp

Artwork on Disk

Macorp's art department can accept your artwork on a 3 1/2" floppy, Zip disk, or CD-ROM for either Macintosh or Windows platform. Please attach a hard copy printout with the disk when sent.

Camera Ready Artwork

Artwork that is exact size, clean black and white, color separated, laser printout is also acceptable.

Printed samples or fax copies are **never** acceptable as camera ready!

FTP

Macorp does have an FTP site set-up for large file transfers. Please contact your CSR for the site details.

Our Art Department is happy to help you with any concerns. Questions regarding the specifications outlined above can be directed to Derek(MAC) or Jennifer(PC) at 215-352-7000. (ext 114 Derek, ext. 112 Jen)



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MACORP TYPESETTING/DISK OUTPUT REQUEST

TO: _____

DATE: _____

FROM: _____

DATE REQUIRED: _____

JOB#: _____

CUSTOMER: _____

JOB DESCRIPTION: _____

TYPESETTING REQUEST

DISK INFORMATION

Document Name(s) _____ CD/Disk(s) Supplied _____

Page Size _____ Pages in Document _____ Disk Format: MACINTOSH PC

Output File 100% Enlarged @ _____% Reduced @ _____% Color Separate _____ plates

*List color of plates to print _____

SOFTWARE:

- QuarkXPress
- Aldus Pagemaker
- Adobe Illustrator
- Adobe Photoshop
- Other

VERSION:

Please List Any Other Special Instructions

FONT USAGE:

Please List ALL Fonts Used in File

PICTURE USAGE:

Please List ALL Graphics, Scans, EPS or TIFF Files etc.

*(Please supply a hard copy of composite and color separations).

Thank You