

ACCEPTABLE MEDIA

Type	Capacity	Size
Floppy	1.44MB	3.5"
Zip	100/250MB	3.5"
Jaz	1.0/2.0GB	3.5"
CD-ROM	650MB/700MB	

Please call if your media type is not listed above.

THINGS TO REMEMBER

- Always include fonts and supporting image files.
- If your file contains more than one color, please make sure all color names (in Quark and whatever graphics program) are consistent. For example, "PANTONE 185 CVC" from Freehand and "PANTONE 185 CV" in Quark are considered two different colors, although both refer to the same Pantone color.
- If your file contains spot colors, check the screen angle of each color to be printed. Screen angles must be different for each color to avoid moire patterns.
- If your file requires 4-color separations, please make sure all images are saved in CMYK format. RGB files will be converted at the rip and will result in a lower quality output.

OUTPUT FROM QUARKXPRESS

- Always use "Collect for Output" to gather documents and image files. Remember to collect all fonts used in the job as well. If using Quark 5, the Collect for Output will collect your fonts as well; please remember to update and save your file before doing so.
- Please include the following when sending files for output:
 1. Native QuarkXPress document.
 2. All linked and embedded graphics files.
 3. All fonts used in your QuarkXPress and supporting files.

OUTPUT FROM PAGEMAKER/INDESIGN

- We recommend that you do not embed graphics within the PageMaker file. This can be accomplished by selecting Link Options and uncheck "Store copy in publication."
- Please include the following when sending disk or via FTP:
 1. Native Pagemaker/Indesign file.
 2. All linked and embedded graphics files.
 3. All fonts used in your PageMaker and supporting files.

OUTPUT FROM ILLUSTRATOR AND FREEHAND

- Minimize placed bitmap images. Whenever possible, combine Illustrator/Freehand EPS files with scanned images in a page layout program such as PageMaker or QuarkXPress.
- Always save file in EPS format.
- If using Illustrator 10 or 9, be aware of the issues caused by saving newer files out as older versions. Problems can arise in the newer unsupported functions in these applications.
- If you must place images in Adobe Illustrator, always choose "placed" over "parsed" when prompted, and make sure to save your final EPS file "with placed images."

Please include the following when sending disk or via FTP:

1. EPS file.
2. Any fonts used in the file.
3. Any placed images.

OUTPUT FROM OTHER APPLICATIONS

Always create a PostScript file. Follow these steps to make sure your PostScript will work correctly:

1. Install the latest Apple LaserWriter 8 or Adobe PS print driver. You do not need to have a printer hooked up to use the printer driver.
2. Select LaserWriter 8 or Adobe PS in Chooser.
3. Open the page/file you want to print.
4. Set up all printer related settings as needed.
5. In the "Save as File" tab, Select "Level 1, 2 and 3 Compatible", "Binary Data", and include all fonts.
6. In Print dialog, select "File" instead of "Printer" under Destination, and click on "Print."
7. Select the folder where you'd like to save your PostScript file, and click on "Save."
8. Bring the resulting PostScript file to White Oak Printing for output.