

## 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.
- Always use standard Adobe or Bitstream Type 1 fonts.
- If your file contains more than one color, please make sure all color names (in Quark or other 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 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 disk or via FTP:*

1. *Native application file in QuarkXPress format or properly formatted PostScript file.*
2. *All linked graphics files.*
3. *All fonts used in your QuarkXPress and EPS 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:*

2. *Native PageMaker/Indesign file.*
2. *All linked graphics files.*
3. *All fonts used in your PageMaker and EPS files.*

## OUTPUT FROM CORELDRAW

- Always provide file in EPS format in addition to the CorelDraw native file.
- You must supply all supporting image files and fonts.

*Please include the following when sending disk or via FTP:*

1. *EPS file.*
2. *Native CorelDraw file with fonts and supporting images.*

## OUTPUT FROM OTHER APPLICATIONS

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

1. In Windows Control Panel, install the proper PostScript print driver. Set the printer interface to FILE instead of the usual LPT or COM ports.
2. Open your file to be printed, and set up all print related settings including separations, crop and registration marks, etc.
3. Print your file using the Print command.
4. Since your printer driver is set up to print to a file, Windows will intercept printing, posting a dialog box to enter a file name for your PostScript file.
5. Copy the result PostScript to a disk for White Oak Printing.