

# PREPARING YOUR JOB FOR JET PRINTING

**INCLUDE A HARD COPY OF YOUR ARTWORK (SUCH AS A LASER PRINT) INCLUDING WRITTEN INSTRUCTIONS. WITHOUT THIS, WE CANNOT GUARANTEE YOUR WORK.** Please do NOT send an original file, make a copy before sending.

## Quick Reference Guide For Creating Artwork On Disk

Uploading your artwork to our website is now available. This is our preferred method of receiving your custom art and output jobs. Please visit us at [www.jetprinting.com](http://www.jetprinting.com)

Jobs created in applications other than what is listed below may not be able to be processed.

### WINDOWS USERS

#### Acceptable Software Applications:

- Corel Draw 8 or 9 (files saved as .cdr)
- QuarkXPress 4.1
- Adobe PageMaker 6.5, 7.0
- Publisher 98, 2001, 2003
- Adobe Acrobat .pdf format  
(for one color or 4 color process jobs only)

### MACINTOSH USERS

#### Acceptable Software Applications:

- FreeHand 9
- Adobe Photoshop 6.0, cs
- Adobe Illustrator 8, 9, 10, cs
- Adobe InDesign 1.5, cs
- Adobe PageMaker 6.5
- QuarkXPress 4.1, 6.5
- Corel Draw 8 for Macintosh
- Adobe Acrobat 6 Professional .pdf format (one color or 4 color process jobs only)

### ACCEPTABLE MEDIA/DISK:

- Upload to our website: [www.jetprinting.com](http://www.jetprinting.com). This is our preferred method of receiving your artwork.
- 3.5" Floppy Disk
- Iomega 100mb Zip Disk
- CD

### ART REMINDERS:

- When choosing Spot Colors, choose **PANTONE Solid Uncoated colors only**, ie: **PMS 176U** or **PANTONE 176U**
- Convert all fonts to paths or curves when possible. (Text converted to paths can no longer be edited as text.) For Macintosh users, an alternative is to include copies of both screen and printer fonts on your disk. For Windows users, an alternative is to include a copy of the true type font on your disk.
- Include all placed or linked EPS and TIFF files used in creating your document. **NO JPEG OR GIF FILES PLEASE.**
- Make sure that all scanned images/photographs are created with a resolution of 300.
- All images MUST be in CMYK and not RGB.

## Copier Jobs — Color or Black & White

Adobe Acrobat .pdf is the preferred format for copier jobs. Simple text jobs can be written to Acrobat PDF Writer, more complex jobs should be distilled using Adobe Acrobat Distiller.

Correct finished size is preferable.

Business card finished size is 3.5" x 2".

**You may contact our graphics department with concerns or questions at (928) 855-2200 or Toll Free at 1-888-905-6789.**  
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