

## Artwork File Submission Guidelines

Our standards are based on Quark Xpress. We also accept files created in Illustrator, InDesign, Acrobat, etc.

Document files should be built to the final trim size.

Add a minimum of 1/8" bleed to all pages, images & artwork.

Please don't apply styles to fonts; choose the actual font. Truetype and MultiMaster fonts can be unpredictable.

Send only the fonts required to produce the job. Remember to include vector program fonts (Illustrator & Freehand) and fonts used in image paint programs (Photoshop).

Include all hi-res images/art (300-350dpi; placed at no more than 125%). Images over 350dpi can be problematic.

Try to avoid embedding images in Illustrator or FreeHand files. Linking to independent image files is more efficient.

Use all CMYK color unless spot colors are part of the design (identify PMS colors as such.)

Include 100% color lasers of the most current document. If not, please indicate the percentage of the reduction.

PDF documents should be created as "Print Quality". All fonts must be embedded and 1/8" bleed included.

\* Files outside of these parameters may incur additional costs. Please contact your J&A Sales representative or Customer Service Representative if you have any questions.