

# Tips for Electronic File Preparation

According to the Graphic Arts Technical Foundation, 57 percent of customer files are prepared incorrectly or are missing essential elements. To avoid costly errors and prevent project delays, follow these tips for preparing electronic files.

## **Include a Hard Copy**

The fastest, easiest way to make sure your files work properly is to send us a hard copy of what you think it should look like. We do our best to make sure files print accurately, and if we have a good copy to reference we can be certain that what we print looks like what you are expecting.

## **Save as a High Resolution PDF**

If you are working with software found on most personal computers (Word, Excel, Publisher, Powerpoint, etc.) please send a high-resolution Acrobat Reader (PDF) file with your order if at all possible. PDF files will usually look and print the same regardless of different fonts, computer software, or type of computer that was used.

## **Include Fonts & Images**

When working with professional design software (Quark, Indesign, Publisher etc.) please include all necessary files organized as follows:

- A. Document (indicate what design program was used)
- B. Fonts folder
- C. Images folder

When you send in your files, be sure to let us know what program was used, and on what type of computer (Mac or PC).

Most professional programs will feature a “collect for output” or “package” feature that will automatically collect and save all necessary components for you. If you have any questions or problems, just give us a call and we can walk you through the process.



9900 Valley Creek Rd. #140

Woodbury, MN 55125

651-735-2000

651-735-2597 - Fax

[www.itsalldigital.com](http://www.itsalldigital.com)