

Submitting Artwork for Printing: file formats and preparation guidelines



Supported page layout programs:

We support the Quark Xpress and Adobe Pagemaker programs on both the Mac and Windows platforms. Please note that Pagemaker is no longer being supported by Adobe and we may be forced to eliminate it in the future. We will also accept documents that have been entirely constructed in Adobe Illustrator but Illustrator is more effectively used to create graphic elements that are then incorporated into documents using a page layout program. We do not support direct output of word processing files (i.e. Microsoft Word or Wordperfect) or spreadsheet files (i.e. Excel or Appleworks). We can use these programs for some purposes but charts and graphics generated by those programs are rarely useable for printing. If you have files that were created in one of these or in another program that we have not mentioned, ask one of our Graphic Artists for advice on how to best produce your project.

Things to look for in preparing your document for submission:

Check that all graphics files that have been included are either grayscale if you are printing halftones in black and white or monochrome, high-resolution bitmap or spot color vector graphics for line work, or CMYK scans or vector graphics for four-color process. Grayscale images and scans must be at least 300dpi resolution at 100% and bitmap images must be at least 1200dpi at 100%. Note: images that are digitally cut from other applications and then pasted into your document are usually not viable for printing. Check that all colors in your document's palette are specified as spot color for black and white and Pantone colors or CMYK for four-color process. It is a good idea to make a set of laser or inkjet prints and verify that all line breaks are correct and exactly as you want them to print.

How to submit your job for printing:

If you intend to send us your job on disk, copy your document as well as all the graphics files and fonts that you used to create it onto a floppy, Jaz, or Zip disk. Place the fonts into a separate folder called "fonts." If you are going to email your file or transmit it to our server via FTP you might find it useful to create a disk as a way to collect copies of your files for transmission. Send us your verified laser or inkjet prints and disk. Don't forget to label your disk with your name and the name of the project. If you email or FTP your files, you can fax us your prints. It is very important that you send us verified prints of your project. Once we transfer your document to our system, we will check it to ensure that it matches your prints before we proceed.

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