



File Types

Our preferred file submission format is **Adobe PDF**. PDF files need to be created within certain guidelines in order to print at a high level of quality.



We also accept native files from Adobe InDesign, Quark XPress, Adobe Illustrator, Microsoft Publisher, Excel, Word and Powerpoint. We accept all common bitmap image formats, such as TIFF, JPG, and BMP.



Please note that Quark files will be converted to InDesign and we cannot guarantee the integrity of text flow or transparency. We require customers to sign off on a printed proof before we will print a file that has gone through any conversion process.



Any images in color spaces other than CMYK will be converted to CMYK in prepress. We cannot guarantee color consistency when conversion is necessary. When RGB, LAB, or PANTONE colors are converted to CMYK, colors shift and change. We are not responsible for the results of color conversion and require proofing before print. The best solution is for you to convert your colors to CMYK before file submission so that you can see what the colors will look like.

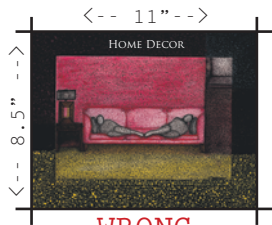


Color profiles for our equipment are available upon request. Note that we cannot provide technical assistance on how to install or utilize color profiles.

Layout, Size, and Bleed

For any artwork that bleeds off the edge of the page, we require a 1/8 inch bleed (.125") around all four sides. This means the artwork must extend .125" beyond the edge of your piece.

If your artwork goes only to the edge, we cannot accurately cut it. You will have a white border around every side. It must extend beyond the edge in order to be cut properly.



Finished size is 8.5x11. Artwork must extend .125" beyond edge on every side.

The easiest thing to do is add .25" to the length and width. So for a full bleed 8.5x11 you would set up your document to be 8.75 x 11.25. Everything within the .125" margin will be cut off.



Note on imposition:

Please don't "do-it-yourself" with imposition. If your finished piece is a quarter-page flyer, for example (5.5x4.25), don't set it up 4-up on a letter sheet and then submit it. Please just submit the actual 1-up artwork.

File Submission

We accept files submitted digitally via our website (www.mjagraphics.com), or via FTP (FTP requires prior arrangements). Please do not email files to us, as many email providers impose limits on file attachment size. We also accept files on a variety of physical media such as CD, DVD, removable memory, removable hard drives, or floppy disks. Keep in mind that print-ready color artwork is generally very large. If your file is exceptionally large (over 400mb), please consider burning it to CD or DVD and shipping it to us. Please compress your files into one archive. For Macintosh, we require files to be Stuffed using StuffIt, and for Windows we require files to be ZIP-compressed. If you are submitting native-application files such as InDesign or Quark, you *must* include all fonts and linked images. If you are submitting Adobe Illustrator files, please convert all fonts to outlines. Please note that Microsoft Office applications are not press-ready applications. Printed quality of images and color matching cannot be guaranteed when we are printing Microsoft Office documents.

PDF Settings

We use Adobe Acrobat 8. The settings you use when creating PDF files can have an enormous effect on print quality. For optimal printing, we recommend the following settings:

- Downsampling OFF for Color, Grayscale, and Monochrome images.
- Compression set to ZIP for Color and Grayscale, CCITT Group 4 for Monochrome.
- All fonts included
- Color management OFF (unless you have our color profiles).

If you convert all colors to CMYK, you can use the U.S. WEB COATED (SWOP) v2 profile.

We can also provide you with our PDF .joboptions file so that you can simply set Distiller to use our pre-set profile. For software (such as Adobe Pagemaker) that can utilize printer PPD files, we can provide equipment-specific PPDs as well.

Other Notes

Bitmap images should be at least 266 dpi for optimal print quality. Graphics that are cut-and-paste from other documents or saved from web pages are usually 72dpi and will look quite pixelated when printed. If you are supplying photos from a digital camera, we recommend the highest quality setting that your camera supports, and a minimum of a 3 megapixel camera for high quality images.