

## Supported Applications:

Adobe CS3 (Illustrator, InDesign, Photoshop), CorelDraw x3, Quark Xpress 6.0.

## File Requirements:

- Please submit files in a compressed file ( WinZip for Windows files or Stuffit for Mac files.)
- Please convert text to curves (outlines) or include all fonts in your compressed file.
- If you are using Quark Xpress, or linked images in Adobe Illustrator, be sure to include your support files.
- All raster (photo type images, Tiff, Jpeg, eps) images should have a resolution of at least 72 dpi and no more than 200 dpi, **at final size**.
- All logos should be submitted in a vector format (line work as opposed to raster images like jpg, tiff, photoshop eps). Vector files are normally files produced by programs like Adobe Illustrator, CorelDraw, Freehand, or Signlab.
- Please include pantone colours in your files where you require them. This would normally be a logo or anything that is to match your corporate colours.
- We print in a 4 colour process. **We will match pantone colours**. Please save raster files (photo images) in cmyk colour mode.
- You may make your art work at a scaled down size (¼ scale, ½ scale, ¾ scale)
- **Templates are available to you upon request.**
- Please provide ¼” bleed top and bottom on your image area.

## File Submission:

You may submit your files via e-mail (5mb or less), FTP, or CD.

To Submit using our FTP site please use one of these three options:

- using explorer (not recommended) type (<ftp://64.26.160.245>). Once the window opens, drag and drop your file from your hard drive into the window
- Using ftp client such as ws-ftp pro or fetch,  
enter host name [64.26.160.245](ftp://64.26.160.245)  
user name: client  
password: client
- If client is on a LAN connection or has their dial up connected
  - Open my computer
  - Click on tools on top menu bar
  - Click map network drive at bottom left of window
  - In dialogue box click (create short cut to a web folder or ftp site
  - Type <ftp://64.26.160.245>
  - Click next
  - For user name type client
  - For site name type Adup ftp
  - Click finish
  - In the login window under password type client