



## IMPORTANT INSTRUCTIONS FOR SENDING ELECTRONIC ART

SEND  
FILES VIA OUR  
WEBSITE  
[www.mmpbala.com](http://www.mmpbala.com)

WE'RE HAPPY TO HELP IF YOU NEED ASSISTANCE PREPARING FILES FOR PRINT.

### WHERE TO SEND:

Mail To: Minuteman Press  
61 West City Avenue  
Bala Cynwyd, PA 19004

Web: [www.mmpbala.com](http://www.mmpbala.com)

Phone: 610-668-8847 Fax: 610-668-8894

### TO SPEED UP YOUR ORDER:

- Include your name, address and file name
- Send only artwork related to your order

### ACCEPTABLE MEDIA:

In PC or Macintosh® Format

- Floppy Disks ● CDs ● Zip® Disks
- Electronic files sent via our website

NEVER SEND ORIGINAL DISKS. ALWAYS KEEP A COPY.  
DISKS CAN BE DAMAGED IN TRANSIT.

### THE BASICS:

For Documents Send:

- A) All page layout files
- B) All linked images
- C) All fonts used in document and in linked image files
- D) Full color hard copy or faxed copy  
(Please fax a hard copy if order is sent electronically;  
include separations when faxing)

For Logos Send:

- A) B&W: A good quality B&W print, or 600-1200 dpi electronic file. Scan original at the anticipated print size or larger.
- B) Color: A 300dpi CMYK electronic file. Scan original at the anticipated print size or larger.
- C) Save scanned images in .tif, .eps, .bmp, .gif, or .jpg.

### SUPPORTED APPLICATIONS:

#### **QuarkXpress™**

- Include all page layout file(s) -- .qxd
- Include all art support files -- .tif or .eps
- Include all printer and screen fonts or TrueType™ fonts; be sure to include all styles used (regular, bold, italic, bold italic)
- Include a printed hard copy

#### **Adobe Pagemaker®**

- Include all page layout file(s) -- .pm
- Include all art support files --

### SUPPORTED APPLICATIONS (Cont.):

(do not embed images .tif or .eps)

- Include all printer and screen fonts or TrueType™ fonts; be sure to include all styles used (regular, bold, italic, bold italic)
- Include a printed hard copy

#### **Adobe InDesign®**

- Include all page layout file(s) --
- Include all art support files -- (do not embed images) .tif or .eps
- Include all printer and screen fonts or TrueType™ fonts; be sure to include all styles used (regular, bold, italic, bold italic)
- Include a printed hard copy

#### **Adobe Illustrator® FreeHand**

- Save as .eps
- Include any placed images
- Change any spot colors to CMYK
- Convert text to outlines (Illustrator) or paths (FreeHand), or include all printer and screen fonts or TrueType™ fonts; be sure to include all styles used (regular, bold, italic, bold italic)
- Include a printed hard copy

#### **Adobe Photoshop®**

NOT RECOMMENDED FOR ART WITH SMALL TEXT. WE CAN NOT WORK WITH WEB GRAPHICS. WEB ART RESOLUTION (72DPI) IS TOO LOW A PRINT QUALITY PRODUCT.

- Save as .eps or .tif
- Scan original at anticipated output size  
-300 dpi for color  
-600-1200 dpi for black and white bitmap
- Convert color files to CMYK mode
- Include a printed hard copy

#### **Microsoft Publisher**

PUBLISHER DOCUMENTS MAY REQUIRE US TO CONTACT YOU.

- Call us before using *Publisher Clip Art Photos* or *Illustrations*
- All graphics should be 300 dpi, CMYK colors
- Save files as *Pack and Go* - (include all 3 files)
- Include a printed hard copy

#### **Microsoft Word**

WORD DOCUMENTS MAY REQUIRE US TO CONTACT YOU.

- Embed your fonts: *Open Tools--> Select Options --> Choose Save tab--> Check Embed TrueType™ Fonts box*
- Imported images should be at least 300 dpi
- Not recommended for complex jobs
- Include a printed hard copy