

Digital Artwork Requirements



E-mail for art:
krobinson@envelopeprintery.com

Applications:

QuarkXPress 8 & lower
Freehand MX and lower
Adobe Illustrator CS4 & lower

Adobe Photoshop CS4 & lower
Adobe InDesign CS4 & lower
Adobe Acrobat 9.0 & Lower (PDF)

Checklist

Please include all items so we can correctly output your job.

FORMAT

DISK MUST BE MACINTOSH OSX COMPATIBLE, IN ONE OF OUR AVAILABLE PROGRAMS ABOVE.

FONTS

Disk/email must include all type fonts that are used. If fonts are not to be included with your .eps, Illustrator or Freehand file, please convert type to paths/outlines. Please be sure to embed fonts with PDF files or send the fonts with your job.

GRAPHICS

Please also include all art files imported into a document on/in your disk/email. Save all graphics in TIFF, EPS or high-res PDF format. EPS files in a program not installed on our system may not open. A minimum of 1200 dpi for tiff bitmaps and 300-600 dpi for photos, halftones and duotones is recommended. Vector EPS files and TIFF bitmaps work best for solid logos with smooth edges.

COLORS

Make sure the ink colors you want to print are on/in the disk/email.

Always print out laser color separations from your disk/email file to insure the separations will be accurate.

SIZE

Please set up your document at 100% of finished size. Include all bleeds (face min 3/16") and crops necessary. The largest film output is 12" wide x several feet. The highest Resolution film output is 2400 dpi, 150 lpi.

ALSO SUBMIT A SAMPLE / LASERPRINTS

Include a sample or laser composite AND color separations at 100% with crop marks and bleeds. This will insure that we match what you intended. *If you are e-mailing the file, please fax laser proofs. See below for e-mail instructions*

DISK TYPES

We Can Accept CDs, DVDs and 3.5" DynaMO Magneto Optical.

E-MAIL INSTRUCTIONS

- Please let customer service or salesperson know the order is coming.
- Compress files or folders as a Stuffit file, Self-Extracting Archive, or Zip file.
MAXIMUM EMAIL SIZE= About 10-15 MB
- Attach your files to an e-mail and send to: **krobinson@envelopeprintery.com**.
- Fax over the copy and show the size and colors. Fax: (734) 398-7924.
- Include your phone number if you can be reached should we have questions.
- Please let us know if we need to retrieve files from an FTP site. Please supply address, login name and password.
- If you would like to upload files to our FTP site please contact your Customer Service Rep for more info.

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