

## Cantrell-Barnes Printing Digital File Requirements

### **Software programs we accept:**

Quark XPress 6.5 or earlier

Adobe InDesign CS3 or earlier

Adobe Illustrator CS2 or earlier

Adobe Photoshop CS (8.0) or earlier

Adobe Pagemaker 6.5 or earlier

Macromedia Freehand 8 or earlier

Microsoft Word (*when all fonts and associated graphics are included in a folder outside the Word document on disk.*)

Microsoft Publisher 2002

### **We CANNOT accept the following:**

Word Perfect

Microsoft Excel

Corel Draw

Scanned photos for artwork should be at **300 dpi** (or higher). Digital photos are acceptable when using the largest size format that your digital camera will take. Digital photos are typically 72 dpi. Digital photos used at same size or larger will not work, as printing quality will be greatly compromised. **All color photos should be converted to CMYK. RGB photos will shift in color when converted to CMYK.** All black and white photos should be converted to greyscale.

**IMPORTANT: Be sure to include an extra 1/8" bleed (extra artwork) when any photos or art extend beyond the trim area. See page 2 to see sample diagram concerning bleed.**

Line art works best scanned at about 1200 dpi or better.

### **All artwork supplied on disk should contain:**

- **Original file** from page layout program, such as Quark Xpress, InDesign or Pagemaker.
- **All associated files** (from Adobe Illustrator, Adobe Photoshop, Macromedia Freehand, for example) Note: Quark Xpress has a "Collect for Output" function listed under "File" on the menu bar, which will collect all files used in the creation of your project to be saved to a designated folder. Pagemaker also allows you to collect your files (except for fonts). Go to "Save As" and select the "Files for remote printing," then save to a designated folder. InDesign also allows you to collect files as well listed under "File" as "Package."
- **All fonts used in your project.**
- **Printout** of your project (black and white is fine). Or a PDF if your files is uploaded using our FTP site (see below).
- If there are any special settings in a software program for your project that you require, please indicate in writing when submitting your project.

Digital files can be submitted on zip disk, CD or uploaded to our FTP site (see below).

### **FTP File Upload**

You can also upload your files to our FTP website: <http://www.discworks.biz>. Click on the "Client" button and enter assigned login handle and password. Call Dave Lappin at 417-862-2212 or contact by e-mail at: [dlappin@cantrellbarnes.com](mailto:dlappin@cantrellbarnes.com) to receive login handle and password. Please compress your files using Stuffit (for Mac) or if you are PC, please zip your files.

**Please note: Any missing files or fonts may slow down production and printing of your project.**

**Bleed** is an extra 1/8" artwork beyond where the printed piece will trim (as illustrated by the crop marks). The dashed line represents the "live area" which contains any photos, graphics, or type you don't want to have cut off. The live area is a safe distance (at least 1/8" - 1/4") away from where the piece will trim.

Crop marks (for trimming to finished size)

"Live" copy limit

# Headline

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Photo

