

Preparing & Submitting Electronic Artwork

List of program files that MassEnvelopePlus *CAN* accept:

We can accept Mac or PC files from these programs:

- Quark Xpress • Pagemaker • Photoshop • Illustrator • Freehand • PostScript • InDesign • Acrobat • PDF

List of program files that we *DO NOT* accept:

- Corel Draw • Ventura Publisher • Block F3 • Microsoft Publisher • Word Processing Programs

List of media formats that MassEnvelopePlus can accept:

- Floppys • Zip Disks (100 & 250 mb) • Jaz Disks (1 & 2 gb) • CD-Rom

E-mailing your files to MassEnvelopePlus:

- E-mail your files to: graphics@massenvplus.com
- Please include in the body of your e-mail who your contact is here at MassEnvelopePlus so that copy of your file may be directed to the right people.
- When e-mailing files please compress them using any of the major compression software. (Stuffit, Zip, etc.) This will help to keep your files in their original state.
- Please include all Font & Image files with your e-mail.

General Tips and Suggestions:

- Don't rename a graphic after it has been placed in a file without relinking the new graphic to the document.
- Please ensure that your graphics/pictures are at the correct resolution. Web graphics are not suitable for printing needs. They are at too low a resolution for quality printing.
- Do not scan at too high a resolution. Photos should be scanned at two times the screen ruling (150 lpi=300 dpi). Scan line art at no more than 1,200 dpi.
- If your file is to print in Pantone spot colors please make sure your file indicates that and not CMYK values.
- Please avoid using font attributes available in programs, such as bold, italic, bold-italic, etc. Please use the actual fonts.
- Don't use the .pict format.
- Please include a contact name in case we have problems with the files and/or disk.
- Chances are if you can't print the file neither can we.
- Proofs are automatic if any composition is involved, files have been submitted on disk or E-mailed.
- **Please be sure to include color separated and composite printouts with your disk.**
- **If E-mailing your files please fax separated copy to (617) 623-8058.**

If you have any further questions please feel free to call us at
(800) 263-2280 extension 280.