

## *File Requirements*

When submitting electronic files for printing, we require a printout of the job. Send both color separated pages and a composite when it is more than one color. When e-mailing files, send a PDF that represents how the piece should look.

Please include a copy of the font folder containing the typefaces (screen and printer) used to create the job and used to create the supporting art. Include an art or image folder with all logos, illustrations and scans, and include a job folder containing the native file in which the job was created. Also provide a mock-up to indicate how the job is imposed and how it folds.

## *Preferred File Formats:*

**Mac:** Illustrator, Freehand, PageMaker, Photoshop and Quark.

**PC:** Illustrator, Freehand, PageMaker, Photoshop, Quark and Corel Draw.

In addition, we utilize programs such as Microsoft Office, Creo Trapwise, Adobe Acrobat, and many smaller utility programs to achieve smooth output. Beware of non-publishing programs such as Word, PowerPoint and others. These can present challenges, especially if printing in more than one color. When you are unsure about the program you are using, contact us first, as pre-planning can save everybody time and money. These programs generally require additional preparation time and, in many instances, need to be rebuilt in a made-for-publishing program.

Microsoft Publisher can also present problems. When files are built properly and used for fairly non-complex work, Publisher can work fine. In many situations though, Publisher presents postscript output problems that take extra time to fix. Publisher doesn't support specific PMS colors well, and in many cases, requires additional preparation time.

We will provide a proof prior to printing your job. It is the customer's responsibility to address issues that are not correct at that point in the process. Oregon assumes no responsibility if the customer waives the opportunity to inspect a proof.

If we determine a file is not suitable for output, you may fix the file yourself or we can try to fix it for you at our rate of \$75.00 per hour.

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