

We have provided a number of ways to send electronic documents. Because of the differences in operating systems, it is important that you follow the guidelines provided so we can ensure the highest quality possible for your documents. Please read the following information regarding specific guidelines for sending us your documents. If you have any questions about our electronic documents submission guidelines, please feel free to contact us.

Preferred Software

(MAC/IBM saved Macintosh-compatible)

Adobe InDesign (CS3)* - Send ALL support files (scans, logos, font, etc.) placed or used in the document and File > Package. You can also convert text to outlines in InDesign.

Quark XPress (6.0)* - Send ALL support files (scans, logos, font, etc.) placed or used in the document and File > Collect for Output.

Page Maker (7.0) - Send ALL support files (scans, logos, font, etc.) placed or used in the document and File > Prepare for Printer.

Adobe Illustrator (CS3)* - Convert ALL type to outlines. Send all embedded artwork. Save files as .ai.

Adobe Photoshop (CS3) - For ALL Black & White line art files at 600 dpi to size. Grayscale or CMYK 300 dpi to size. Save files as .tif or .jpg.

High Resolution PDF's - Be sure to embed fonts.

Microsoft Word and Publisher - We can open these files, however, we cannot print from these files. They will produce a low-quality product. We can use them for type copying and your layout ideas, but they will have to be reformatted. Send ALL support files (scans, logos,

font, etc.) placed or used in the document.

Additional Requirements

Artwork Files: It is best for all artwork to be saved as tiff or eps files in order to do color separations and trapping. Spot color files should be saved as grayscale or bitmap tiff files or Pantone colors saved as vector art.

Multi-colored art in eps files should be trapped at least .225 or higher with lighter colors spread under darker colors, or art charges will apply.

Business cards require at least a 1/8" (.125) margin.

All other documents require a 3/8" (.375) margin, unless it bleeds off the edge. Bleed should be at least 1/8" (.125) over the edge of the document.

FONTS: Convert text into paths or outlines. (text that becomes an object can no longer be edited as text.) If this is not possible, send all Mac-compatible screen and printer fonts used in documents. Only Postscript and open type fonts will be accepted. True type fonts will not be accepted.

COLORS: All photos must be CMYK or Grayscale. All color documents should be saved as Pantone spot colors or CMYK.

Camera-Ready Artwork, should contain sharp black and white line art on laser paper with NO halftones or screens. QUESTIONABLE camera-ready artwork will be produced as is and we will not be held responsible for quality of reproduction.

*(templates available upon request)

We will be happy to assist you in downloading the required information.

910-754-5929

info@teamcoastal.com This e-mail address is being protected from spambots, you need JavaScript enabled to view it

Please Note: Documents that come in without meeting the above guidelines will be subject to a charge of \$70.00 per hour for corrections and/or changes. We accept the following file format: .TIF, .TIFF, .EPS, .AI, .PSD, .JPG, .PNG & .PDF.

After we receive your uploaded file(s), we will review each file. If we find any problems, we'll contact you, otherwise you'll receive a PROOF of your job via email. Where you will be responsible for approving files for print.

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