

A "DISK READY" DIGITAL FILE GUIDELINES

When submitting files digitally to Capital Newspapers (CN) please fill out a Digital submission form to accompany your files.

Disk Ready Digital Files

Please supply CN with the following:

1. **The native file** (QuarkXPress, PageMaker)
2. **All support/linked graphics** (EPS or TIFF format only)

Illustrator - include only EPS files

- Create outlines of all text or collect fonts.

Freehand - include the EPS and native files

- Create paths of all text or collect fonts.

Photoshop -

- If full-color save in CMYK mode only (170 to 200dpi)
- If halftone save as grayscale mode (170 to 200dpi)
- CMYK or Grayscale files can be saved as EPS or TIFF format Only - LZW compression accepted
- Bitmap mode images are to be saved as TIFF (600 to 1016dpi)
- Files with clipping paths are to be saved as EPS only

3. **All screen and PostScript (printer) fonts** used within the document. Including all support/linked graphics. Include all styles used such as bold, italic, condensed etc. (see example)

4. **Use only PostScript Type 1 fonts.** Truetype fonts will not be accepted, due to unreliable output.

5. To aid in the quality of output a **laser proof at 100% of your document file MUST BE INCLUDED.**

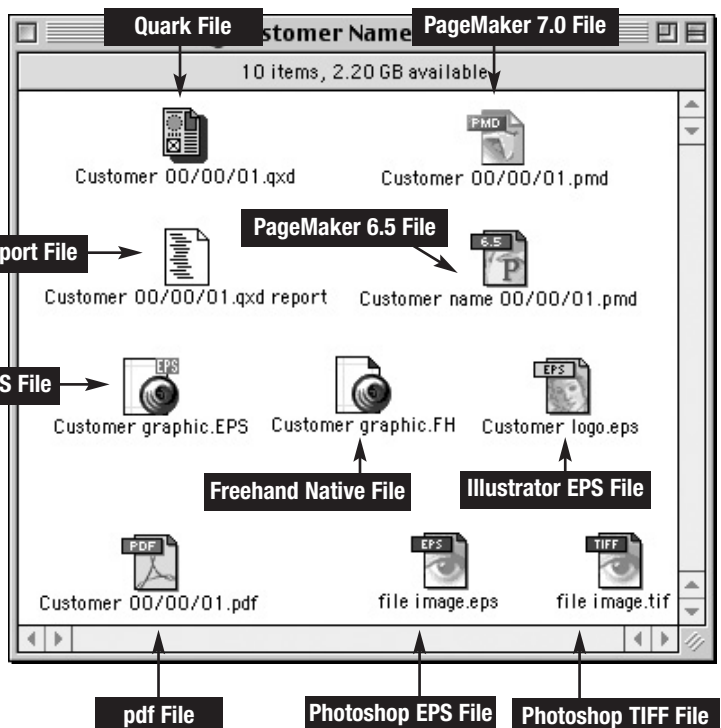
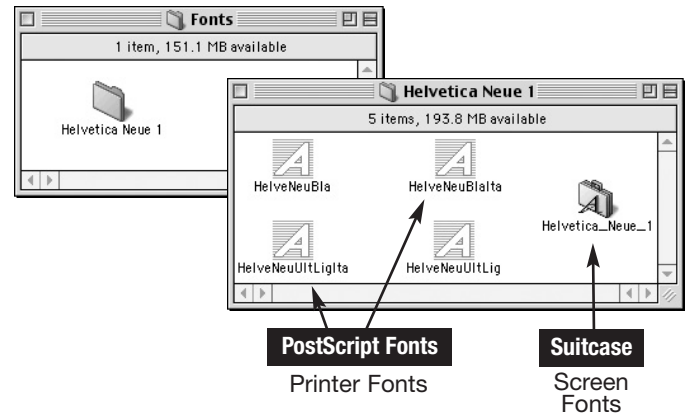
5. **Fill out the CN digital submission form.**

Collect For Output

Located under the Quark File menu, the Collect For Output function will copy the Quark document and all supporting/linked files into a new folder. A report will be generated listing all the specifications of the file, the fonts used in the Quark document will be listed. These fonts need to be collected separately.

To collect, open the folder your fonts are located in, create a new folder in your job folder entitled "Fonts". Copy both the Screen Fonts and PostScript (printer) fonts into that folder.

See below.



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