

## **Submission of Artwork Checklist**

*We would love to create your artwork for you, however...*

- If you wish to submit your own completed designs electronically email to:  
([files@sherwindodgeprinters.com](mailto:files@sherwindodgeprinters.com))  
or you can burn your files to CD or DVD and send to  
Sherwin Dodge Printers, Inc.  
365 Union Street  
Littleton, NH 03561
- When submitting files, be sure to include all fonts, images and artwork.
- Submit a laser or inkjet proof of the piece (preferably color) so we can check colors, fonts, etc.
- We can accept files created in the following software:
  - Quark Xpress 6.1 and above (Mac & PC)
  - Adobe Pagemaker 6.5 and above (Mac & PC)
  - Adobe CS Mac (Illustrator, Photoshop, InDesign)
  - Adobe CS2 PC (Illustrator, Photoshop, InDesign)
- Publisher and Word documents ARE NOT meant to be used at commercial printers and may involve additional fees to convert them to usable file formats.

### **Layout**

- Page layout needs to reflect finished size of piece. (ie: page size for a business card should be set up as 3.5 x 2 not 8.5 x 11)
- 1/8" bleeds need to be included where applicable
- Do not include computer generated crop, bleed, fold, registration marks or color bars (we run all jobs through our imposition software that will add these items automatically)

### **Color**

- For 4-color CMYK printing, photos must be CMYK, not RGB
- Convert all spot colors to their CMYK equivalents

### **Images**

- Photos need to be at least 300 dpi, 175 line screen
- Preferable file format is .tif
- Do not use clipart or .wmf images unless they are converted to .eps files

### **PDF's**

- Please include native software files along with PDF's in the event any corrections or changes need to be made.
- PDF's need to be high resolution CMYK composites. Use PDF/X-1 or PDF/X3 settings, include bleeds but do not include bleed marks, crop marks or color bars.
- Be sure to embed all fonts.

*If you have any additional questions, please contact the Prepress Department...*

*603-444-6552*