



UMCPrint File Submission Guidelines

UMCPrint suggests the following guidelines for guaranteed on-time delivery of your print project:

OUTPUT PROGRAMS:

All UMCPrint files are output in a Macintosh environment using QuarkXPress 4.1 or 5.0. In addition, Illustrator 8.0, 9.0, 10.0 and PhotoShop 5.0, 6.0, 7.0 files are used. Please convert all files to CMYK (Process Color), or Pantone color. DO NOT use RGB color mode. DO NOT submit PageMaker files, MicroSoft Publisher files, or Corel Draw files. If you are uncertain as to the file format you are using, please contact UMCPrint and we will be happy to assist you.

FILE PREPARATION:

1. Be sure to include all support files such as fonts, PhotoShop files, linked files, etc. Please burn these files to CD or upload to our FTP site.
2. Please save graphic files as .EPS, .TIFF, or certified PDF.
3. Illustrator/Freehand files must be outlined, and saved in the .EPS format.
4. All other artwork in these files must be embedded. Always include the original files.
5. Native Illustrator and Freehand files are not acceptable. Please avoid complicated clipping paths.
6. PDF's must have fonts embedded and desired line screen set.
7. Other file formats could result in extended lead times.

FONTS:

Missing fonts are the source of most file problems. Avoid True Type fonts. Outlining your work will alleviate the majority of these problems, as will doing a "Path Cleanup" to remove "click points" in your Illustrator/Freehand files. Files cannot be output if they contain missing fonts.

PC FILES:

Although we prefer Macintosh files for design work, if you are using a PC workstation, your files must be saved as .TIFF, .PDF or .EPS files.

FORMATS FOR FILE SUBMISSION:

Please save your work to either a CD, DVD, or 100/250 Zip disk. In addition, we have an FTP site - please contact Alex Cason or Carla Ligon for instructions, 816.231.2771.

PROOFS:

Please provide UMCPrint with a color proof of the job for comparison.