



Dearborn Lithograph, Inc. Electronic File Guidelines

Please review the guidelines to the right carefully. The following items will help us to efficiently and cost-effectively process your electronic job files in preparation for printing.

If you have any questions, please call us at:
734-464-4242.

Thank You,
Dearborn Lithograph, Inc.

- Please include a printout of the job. Mark up color breaks if applicable. Please indicate FPO's (For Position Only).
- Please include a list of all the files/folders being submitted on the disk.
- Include all screen and printer fonts. Adobe fonts are preferred. Please do not change font styles, such as, to bold or italicize, in the document by using the attributes menu. Use the actual bold or italic version of the font instead.
- Include all illustrations and graphics. Copy all of your graphic files into the same folder as the layout application file.
- Please supply the original editable copy of all graphic files, including those embedded in the application file. We need the native source files for these images if we have to modify them.
- For multi-page documents, please build the job as single or facing pages using consecutive page numbering. Please consult us *before* using printer's spreads.
- Remove any unused colors, pages, or elements that will not be used in printing the final product from your files. Please also check the **Links Manager** (PageMaker) or **Usage** (Quark) for graphic files that are missing or modified and update them.
- Please save greyscale and color image scans at 300ppi resolution or higher. Use 600-to-1200ppi for line art bitmap images. Size pictures to final output size. Do not use image compression.
- Please convert all files in RGB color mode to CMYK. Save duotone images as Photoshop EPS or DCS2 file formats.
- Avoid using EPS files embedded inside other EPS files. Also avoid using multiple clipping paths within an image.
- Save art files as EPS, CT, or TIF. We can also accept PDF files. However, please call for further instructions when using PDF.