

Note: To avoid setup charges and extra turnaround time, we must receive printed PostScript files. This tip sheet shows proper page setup requirements on page 1 and how to print to PostScript on page 2.

Page Setup

The key to successful slide production is proper page and document setup. This tip sheet shows settings for LaserWriter 8 (older versions will look different). Follow the steps listed below.

1. Set to LaserWriter from the Chooser.
2. Document Setup should be for Letter 8.5 x 11, horizontal and single full page as shown in Fig. 1.
3. Page Setup should be US Letter, 1up, 100% and landscape (Fig. 2). Under options make sure larger print area is **not** checked. **Make sure the actual page area lines up perfectly with the document area.**
4. Create your slide in a 9 x 6 area in the exact center of the page (Fig. 3). You will need to draw a box filled with the color you desire for your background.

Draw a rectangle filled with white for a white background. Note: We do not recommend using a white background because it will cause all color to be washed out. If files are setup incorrectly, output cannot be guaranteed.

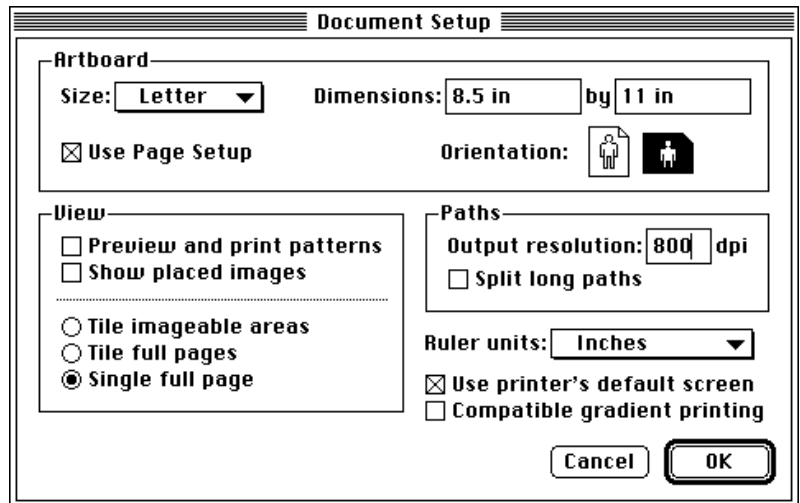


Fig. 1

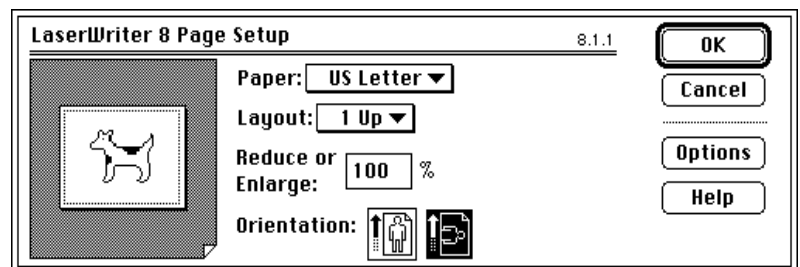


Fig. 2

Helpful Hint: To ensure full coverage, we suggest you draw your background over the entire page. Then draw a box 8.5 x 5.5 in the exact center. From the object menu, choose make guides. You will then have a dotted border showing the safe area for slides.

- 11" by 8.5" Document
- Printable Page Area
- 9" by 6" Slide Area
- Safe Slide Area

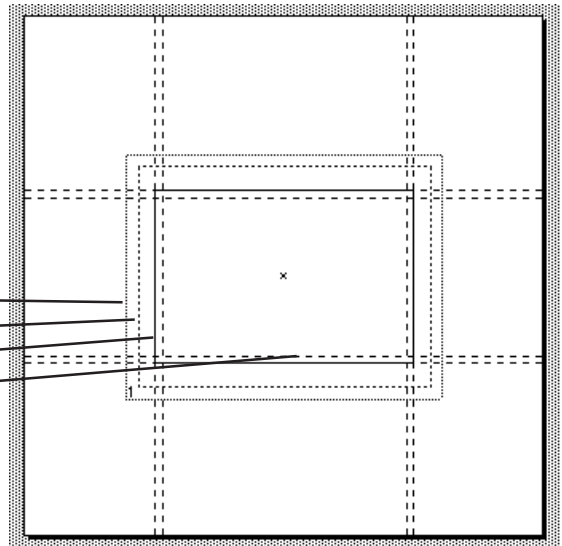


Fig. 3

Producing PostScript Files

Follow the instructions listed below to produce raw PostScript files. **DO NOT send Illustrator documents as .EPS files.** PostScript files are often significantly larger than native Illustrator files and may be more economically sent to Imagers via overnight Federal Express delivery, depending on quantity. It is suggested that first-time customers send their native Illustrator files, any support files, and nonstandard font files (screen and printer files). This provides us with the ability to remake your PostScript files if necessary.

1. Confirm LaserWriter as chosen printer.
2. Confirm Page Setup selection listed on previous page.
3. Choose Print from File menu.
4. Select File in Destination field and ensure that Color/Grayscale is selected under options (Fig. 4).
5. Select Save to begin printing process.
6. You are prompted to name the PostScript file as shown in Fig. 5. The name should contain no more than eight characters. Add a .CPS extension to the name. The file should be named for ease of identification to match the original document name (Example: Slide1.cps). Make sure settings are for Binary, Level 2 and All Fonts as shown. Click Save.
7. Copy files to disk/syquest and send with completed order form, or Stuff the PostScript files *and an order form with instructions*, and modem to Imagers 24-hour BBS. **YOU MUST INDICATE PAGE SETUP SIZE IN YOUR ORDER FORM TO ENSURE PROPER OUTPUT (i.e., Page Setup 9 x 6).**

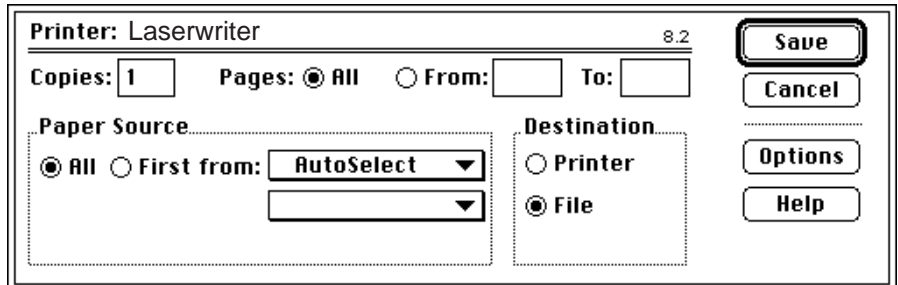


Fig. 4

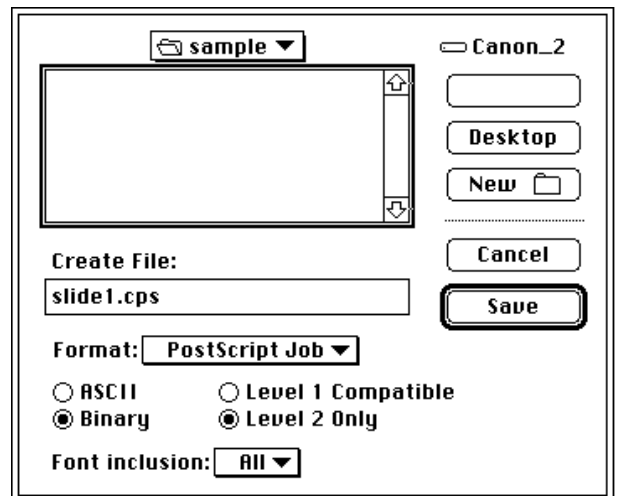


Fig. 5

Additional Charges and Conditions

PostScript files prepared in the manner outlined above carry no additional imaging charges. Slides produced directly from your native Illustrator files will incur an additional charge of \$5.00 per file and will require additional production time. Rush and Crash Service are not available from native files unless confirmed by Imagers.

Additional charges will be assessed for jobs totalling over 20 megs (output file, supports, and fonts) at a rate of \$2.50 per meg.

We accept files provided on CD, Zip, or Jaz disks.