

### File Preparation Guide

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1. Imagers prefers to receive your PowerPoint file in its native PowerPoint format.  
**All slides should be contained in one file to avoid setup charges for multiple files.**
2. Please refer to our tip sheet regarding available fonts. **Unsupported fonts must be supplied.**
3. If large scanned files are placed in your file, please notify us. **Extra turnaround time may be required.** Note: Scanned pictures tend to output much better if saved as eps (tif tends to be problematic).
4. **PAGE SETUP. Select Slide Setup from the File menu:**

For **Slides**, select **35mm Slides** as shown below :

Slides Sized for: **35mm Slides**

Orientation:  Portrait  Landscape

Width: 11.25 Inches

Height: 7.5 Inches

Number Slides from: 1

Cancel OK

For **Color Lasers** or **Overheads ONLY**, select **US Letter Paper** as shown below:

Slides Sized for: **US Letter Paper**

Orientation:  Portrait  Landscape

Width: 10 Inches

Height: 7.5 Inches

Number Slides from: 1

Cancel OK

If **BOTH 35mm slides and lasers/oheads** are required, follow the 35mm slide guidelines.

**Leave at least 1/4" margin on all sides when placing text and graphics to avoid clipping of image (1/2" is recommended).** If files are set up incorrectly, output cannot be guaranteed.

### Other Items

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- Additional charges will be assessed for jobs totalling over 20 megs (output file, supports, and fonts) at a rate of \$2.50 per meg.
- Jobs sent on multiple disks will incur charges of \$5.00 per disk. Removables (CD, Zip, Jaz) are highly suggested for large files. Do not compress files sent on removables.
- Pattern fills will not image. Fill objects with solid or gradient colors only.
- **Due to a known bug in PowerPoint, fonts in placed .eps graphics may not output as the font desired. Courier may default instead. Convert any fonts to graphic elements before importing to ensure proper output.**
- Recolored scanned images may revert back to their original scan color. Set the color of the image in the originating software before inserting to ensure output.
- **Abnormalities you experience to your PostScript printer usually will be duplicated when the file is imaged to slides.** Don't rely on your screen, test print to a PostScript printer whenever possible.