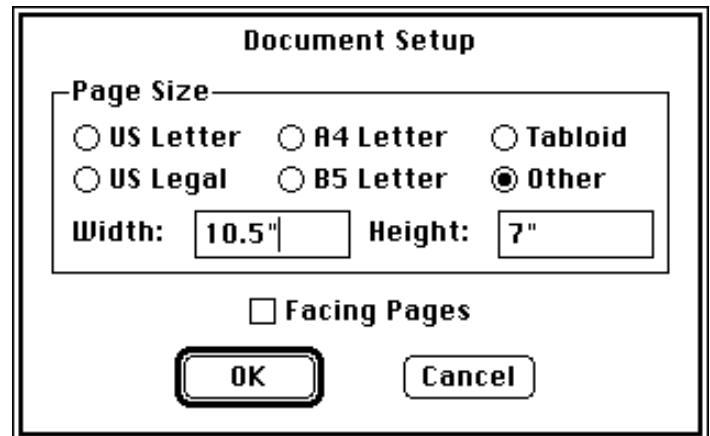


File Preparation Guide

1. Imagers prefers to receive your Quark file in its native Quark 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. Any support files (such as .eps or .tiff files) must be included with order. If large scanned files are placed in your file, please notify us. **Extra turnaround time may be required.**
4. **Document Setup.** It is crucial you use an aspect ratio of 1 by 1.5 with a landscape orientation.

Select Document Setup from the File menu. Ensure the page dimensions are 10.5 x 7 as shown at right. Click OK.

Allow a minimum of .25" margin on all sides when placing text or graphics (.5" is suggested). Draw a filled rectangle covering the entire 10.5" x 7" page to create your slide 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.



Color Suggestions

When defining color for slides, utilize the RGB color model for all elements. This will allow a higher degree of fidelity between screen and output.

The color mode for color lasers should be CMYK. RGB is not a dependable color mode choice for color laser output because it is not the color mode the printers are designed to output. While our technicians will attempt to ensure the most acceptable color possible, RGB output is **not** consistent.

Other Items

- 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.
- 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 output. Don't rely on your screen, test print to a PostScript printer whenever possible.**
- Pattern fills will not image to film. Fill objects with solid or gradient colors only.