

COPY **CATS**

FILE GUIDELINES

APPLICATIONS WE SUPPORT:

- Adobe Acrobat (PDF)
 - Adobe FreeHand
 - Adobe Illustrator
 - Adobe InDesign
- Adobe PageMaker
- Adobe Photoshop
 - CorelDRAW
 - Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
 - Microsoft Word

**AND MANY
OTHERS.**

When printing or outputting digital files, the quality of your finished project can depend upon the quality of the original file(s) we receive. Most digital files have supporting graphic elements and fonts that are required for printing. **To assure you the highest-quality successful output, each file you send us must also have the following submitted:**

- **All of the pictures and graphics used in your document.** In other words, if your document features pictures and other graphics, please submit the same picture and graphic files SEPARATELY that you imported and placed into your document.
- **All the fonts used in the file.** Either retrieve copies of the font files used in your document from your fonts folder and send them to us or bring us the original software that you used to install the specific fonts used in your document.

• **Complete directions for processing.** It is important that we know what you expect from us! Please include detailed instructions for your job including (if applicable) finished size, quantity, paper stock, bleed/trim information, fold requirements, deadlines and any other details that we need to know. Please make sure you provide us with contact information so that we can reach you if we have questions. Of course, you may reach us at the telephone numbers and email addresses below if you have questions or further instructions.

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