



Specifications for Submission of Electronic Files for Printing

I. Preparing file

Programs Supported by Activities Press

- *Quark Xpress*
"Collect for Output" to gather files,
be sure to also gather the fonts
(Quark 5 gathers fonts)
- *PageMaker*
Do a "save as" and select "files for remote
printing", be sure to gather the fonts
- *FrameMaker*
- *InDesign*
- *Photoshop*
- *Freehand*
Convert all fonts to paths
- *Illustrator*
Convert all fonts to paths

Provide **ALL** necessary files, including all

- Graphics
- Scans and
- Fonts

Other Programs

Programs such as (but not limited to):

- Microsoft Word
- Publisher
- Excel and
- Works

Need to be made into:

- *Postscript (.ps)*
Select Apogee Driver
(available on our website:
www.activitiespress.com)
- *Portable Document Format (.pdf)*
Set distiller options for
 - NO compression
 - include all fonts
- *Encapsulated Postscript (.eps)*
Convert all fonts to paths/outlines
 - Recommended for **Corel Draw** Files

II. File transfer

Disk

We accept:

- Diskettes (1.44MB)
- Zip Disks (100 & 250MB)
- CDs (650 MB)
- Jaz Disks (1 & 2GB)

Email

Sil@activitiespress.com

For files 3MB or less

**If emailing several files,
compress them into ONE file**

FTP

(File Transfer Protocol)

This is the **preferred** electronic choice for any size file

Host Address: <ftp.activitiespress.com> (NO www)

Contact your sales representative for log in and password
information

- Internet Explorer prior to 5
Requires FTP application

(Available for download from our website: www.activitiespress.com)

- "Fetch" (Mac)
- "RFtp" (Windows)

III. Other information

File compression

- PC/Windows
Winzip the files into a single archive (.zip file)

- Macintosh
Using DiskDoubler or Stuffit, create a single .sea or .sit file

NOTE: Be sure to compress font files when emailing or FTPing

If you have any questions call your sales representative at 440-953-1200

Resolution

Graphics and scanned images need
to be 300 dpi @ 100%