

# Instructions for Sending PC & Mac Electronic Art

To: \_\_\_\_\_ Phone #: \_\_\_\_\_

From: \_\_\_\_\_ Fax #: \_\_\_\_\_

Order, Quote or Confirmation #: \_\_\_\_\_


**File Questions Only – Call a Digital Art Team Member @1-888-229-6327**

Have your order number and rep name ready when calling

## 1) We Accept:

- E - Mail attachments  
(Under 2 Megabytes)
- Zip Disks
- CD Roms
- Floppy Disks  
(frequently mail damaged)

## 2) Where To Send:

Mail to: Your Rep's Name  
 Bags & Bows  
500 Main Street  
Groton, MA 01471

E - Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

## 3) To Speed Up Your Order:

### Please send:

- Your 10 digit Order or Quote Number - or -
- Your full phone number
- Artwork related only to your order

***Never send original disks, as they may be damaged in transit.***

## 4) The Basics:

### For Logos Send:

- A) A good Black and white print or a 600 - 1200 dpi file @ the anticipated print size or larger.
- B) A good grayscale or CMYK color file - 300 dpi @ the anticipated size or larger.
- C) .tif, .eps, .bmp, .gif, or .jpeg file formats

### For Documents Send:

- A) All Program files.
- B) All Linked image files
- C) All Fonts used in document and in linked art files
- D) Full color hard copy, faxed copy or separations.  
(Please fax if order is emailed)

## 5) What to Send:

### Quark XPress

- Send layout File(s) (.qxd)
- Send all Image Files (.tiff, .eps)
- Send all Postscript printer & screen or true type fonts (inc. all styles used - Regular, Bold, Italic & Bold Italic)
- Send a printed Hard Copy (Mail or Fax)

### Adobe InDesign or Pagemaker

- Send layout File(s) (.indd) or (.pm)
- Image Files(.tiff, .eps) must be 300 dpi or higher
- Send all Postscript printer & screen or true type fonts (Inc. all styles used - Regular, Bold, Italic & Bold Italic)
- Send a printed hard copy (Mail or Fax)

### Microsoft Publisher

- Do NOT use Publisher Clip Art Photographs
- All imported graphics should be at least 300 dpi
- Use "Pack & Go" Take to a Commercial Printer when saving
- **DO NOT EMAIL THE .EXE FILE. Send the .PUZ file**

### Microsoft Word

- Embed Your Fonts  
(Open "Tools", select "Options", choose the "Save" Tab and Check the box "Embed True Type Fonts")
- Import Images that are at least 300 dpi.
- Word documents may require us to contact you

**Did you use Word Art?** Send the fonts used. Embedding fonts will not work.

### Corel Draw -

- Send layout file(s) (.cdr)
- Image Files(.tiff, .eps) must be 300 dpi or higher
- Send all Postscript printer & screen or true type fonts (Inc. all styles used - Regular, Bold, Italic & Bold Italic)
- or-
- Export as Illustrator for Mac, convert text to Curves & turn on "Simulate Complex Filled Curves". If you do this, we do not need the fonts
- Send a printed Hard Copy (Mail or Fax)

### Adobe Illustrator / or Freehand

- Save as an .eps file
- Include any placed images
- Create Outlines on all text or send fonts used (Inc. all styles used - Regular, Bold, Italic & Bold Italic)

### Adobe Photoshop & Image Editing Programs

- Save as .tif or .eps
- Scan original for output size at 300 dpi for grayscale or color; 600 - 1200 dpi for black and white bitmaps
- Convert RGB to CMYK colors

### Adobe Acrobat PDF

- All color images should be 300 dpi CMYK or grayscale
- All Logos should be Vector or 600 - 1200 dpi bitmaps
- Fonts should be outlined or embedded. Some fonts may not embed
- PDF must be saved for commercial print output, not for the web
- We will contact you if there are any font or image issues