

DIGITAL SUBMISSIONS

Please complete this form and submit it with your project, along with a final hard copy of your book.
Your digital submission should include all fonts, graphics and application files.

► CONTACT INFORMATION

Customer: _____ Book Title: _____
Main Contact: _____ Phone: _____ Fax: _____
Technical Contact: _____ Phone: _____ Fax: _____

► MEDIA

- CD/CDRW USB Flash Drives Zip Drive 100/250/750 MB
 DVD 3 1/2" Floppy Disks Super Disk 120 MB

► COVER

Platform: Mac PC
Color: 4-color process Spot color: list Pantone color(s) here: _____

Acceptable Applications: (Earlier versions are also accepted. Please specify which version you used.)

- Quark 7.0 _____ Pagemaker 7.0 _____
 Freehand 11.0 MX _____ Photoshop CS 2 _____
 Corel Draw 12.0 _____ InDesign CS 2 _____
 Illustrator CS 2 _____ PDF (Call Customer Service for assistance)

Barcode: Whitehall to create barcode Barcode supplied No barcode

Important: Extend bleeds 1/4" beyond cover trim. Save linked graphics as TIFF or EPS file in CMYK or spot color. Files that are set up as RGB must be converted to CMYK, possibly resulting in a color shift. Save scans/halftones at 300 dpi. Save line art at 1200 dpi.

► TEXT

Platform: Mac PC
Bleeds: Yes No

Acceptable Applications/File Formats: (Earlier versions are also accepted. Please specify which version you used.)

- Quark 7.0 _____ PostScript file from Macintosh applications
 Pagemaker 7.0 _____ Most Windows applications (incl. Word & Publisher)
 PDF (Acrobat Distiller) _____ (Call Customer Service for easy PostScript Instructions)
 InDesign CS 2 _____

Important: Extend bleed tabs 1/4" beyond page trim. Margin must be no less than 1/4". Save scans/halftones at 300 dpi. Save line art at 1200 dpi.

► FONTS

Adobe Type 1 Fonts consist of Screen Fonts, which represent fonts on screen; and Printer Fonts, which represent fonts on a laser printer or imagesetter. Please send us *both* screen and printer fonts for *each* font used, including those in graphics. Missing fonts often cause imaging problems.

True Type Fonts have screen and printer data in one file, at times causing unexpected imaging problems. While we try to make these fonts work on our systems, they aren't as consistent as Adobe Type 1 fonts.

Important: Include separate font for each style used. Example: to bold Helvetica font, choose "Helvetica Bold" font, rather than "bold" attribute from toolbar. Stylized fonts may default to base font, disregarding style.

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