

File Submission Guidelines

Quick Reference Guide to Supported File Types

Supported File Applications

Adobe CS2 - CS5
InDesign, Illustrator, Photoshop
Quark XPress 7.0
High Resolution PDF
with all fonts embedded

Unsupported File Applications

Alterations and changes cannot be made.

Microsoft Publisher
Microsoft Word*
Microsoft Excel*
Macromedia Freehand
Microsoft Power Point

**may be utilized for text only*

Unacceptable File Formats

Microsoft Paint
Microsoft Works
Word Perfect
Claris Works
Corel Files
Web Site Images
GIF Images

**PLEASE CALL TO DISCUSS
WITH YOUR ACCOUNT
REPRESENTATIVE ANY OTHER
FILE TYPE NOT LISTED IN THE
PREVIOUS THREE CATEGORIES**

Acceptable Disc Formats

DVD
CD
E-mail (5MB limit)
USB drives
Web/FTP Upload (call for info)

This information is considered up to date as of September 2011.

York Region Printing can accept output materials from files created in the listed programs on the Apple Macintosh platform. If you are designing from a PC, please send a high resolution PDF (see Adobe Acrobat PDF below). Ensure your material is submitted as per the following requirements. **NOTE:** Not all types of fonts are supported by our systems. We cannot accept PC formatted type 1 postscript fonts. We will make every attempt to substitute your font with the same named font on our systems. In the event we do not have the font, you must either choose a similar font or convert your fonts to outlines.

Adobe Acrobat PDF

We accept high resolution files in PDF form. You may request our settings to add to your system for creating PDFs. Please call your account representative for the PDF settings.

Adobe InDesign (CS2 - CS5)

We will accept InDesign files saved in their native format. When submitting this file type please be sure to package your files including all links and fonts. Failure to include support files will result in improper output.

Quark XPress 7.0

We will accept Quark XPress files saved in their native format. When submitting this file type please be sure to collect for output including all images and fonts. Failure to include support files will result in improper output.

Adobe Illustrator (CS2 - CS5)

We will accept Illustrator files saved as AI, EPS, PDF (PDF 'preserve Illustrator editing capabilities' must be checked) If the file has linked images either include the images along with the file or choose to embed the images when saving (all images must be CMYK or Grayscale at a resolution of no less than 300dpi at 100%). All fonts must be included or converted to outlines prior to saving. Failure to include support files will result in improper output.

File Formats - Photos and Logos

For photos, we recommend using CMYK TIFF, EPS or PSD (native Photoshop format) formats. Avoid using JPEG files. Logos and icons should be submitted in vector format (AI, EPS)

Document Size

Specify final sizes. All files must be set up at full size and include bleed if necessary. See bleed for more information.

Image Resolution

All images should be supplied as CMYK TIF, EPS or JPG. Resolution must be at least 300dpi when the image is used at 100%.

Bleed

Graphics must include one-eighth inch of bleed. For catalogues and magazines please add at least one-quarter inch.

Color Mode

Files must be submitted in CMYK. If your job requires the use of spot colours, please ensure you have only the colours needed for your job by organizing the palette to remove unused colours. Please do not send any files in RGB.

Links & Fonts

Links and fonts must be included with each graphic and placed in separate folders. Include both the screen and printer fonts. We cannot guarantee the correct reproduction of files containing Truetype® fonts, if the file was created on a PC. Avoid using Truetype® when possible.

If you have any other questions or to send a test file please contact York Region Printing at 905.727.0819 and ask to speak with your account representative.