



# Digital Art Submission CHECKLIST

## FILE FORMAT

- QuarkXpress, Illustrator, Photoshop, Microsoft Publisher (PC) or Hi-res PDF. (Mac files preferred).
- Include all supporting files.
- Include a PDF or jpeg for comparison
- HI-RES PDF files:
  - Must be saved in high resolution (at least 1200 dpi) on the 'Press' setting
  - EMBED ALL FONTS
  - EMAIL THE FONTS SEPARATELY
- **Files must be .sit or .zip compressed prior to sending**

## FILES SENT VIA E-MAIL

- Maximum file size - 5MB
- E-mail address - [prepress@origo.ca](mailto:prepress@origo.ca)
- E-mail subject - your company name and artwork for order #\_\_\_\_\_(fill in)

## FILES SENT VIA FTP

**Host:** [directpost.ftptoday.com](http://directpost.ftptoday.com)

**User ID:** dropoff

**Password:** dropoff

- Compress all of your files
- Notify us of upload by e-mailing us at:  
[prepress@origo.ca](mailto:prepress@origo.ca)

## COLOUR

For process colour orders:

- RGB and PANTONE colours should NOT be used in the artwork, unless they are in addition to CMYK.
- Please check that all images are CMYK).

For RGB and PANTONE orders:

- Specify colours.

## FONTS

- Supply ALL fonts including those used in logos, illustrations, EPS and PDF files

## ILLUSTRATIONS, LOGOS, PHOTOS

- Supply ALL illustrations, logos and photos
- For optimum quality, photos should be saved as a GIF, TIFF, EPS or JPEG and MUST be at least 600 dpi

## PROOFS

- We will send you a PDF colour proof
- Hard proofs will be sent upon request

## ART CHARGES

- Art charges will automatically be applied for making corrections to files that do not comply with the above specifications.

**If you have questions please contact:**

**416.398.7678 - or - [prepress@origo.ca](mailto:prepress@origo.ca)**