

# Providing Electronic Files

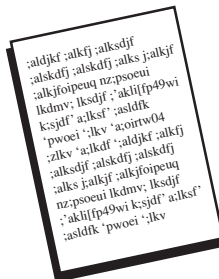
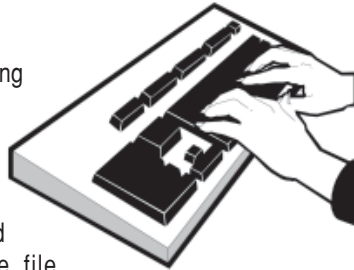
## text only files or complete art files

### Text Only Files

You can save time and money by providing electronic text files for your newsletter, brochure, etc... If you are preparing the text for your job on a computer it makes sense to provide those files and save the cost of having it re-typed.

#### Formatting

Most, if not all, of the formatting (ie: bold, italic, tabs, font changes, indents) will be maintained during translation. However, some formatting can be translated incorrectly and render the file unusable, for that reason we ask that you keep formatting to a minimum. Remember, the only goal here is to "capture keystrokes" and save the time and cost of having to re-type your text. It will need to be formatted (or re-formatted) in the software program used for final output.



#### Hard Copy

Provide a hard copy (a print out from your computer) of the file(s).

#### Label

Indicated the file name, software program and version, and the platform (Mac or PC), and your name and phone number on the disk(s).

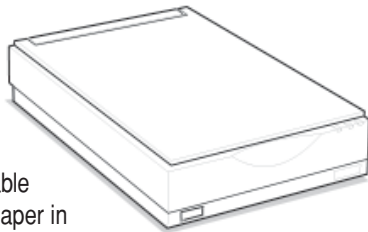


#### Compatibility/File Format

Reference the accompanying translation list for compatible software.

#### \* Other Options

If your software program is not included in the translation list below, you can still save some of the cost of re-typing by providing scannable text. Text is scannable if it is cleanly type on white paper in at least 10 point type size and is set in a simple typestyle, ie: arial, times roman, helvetica. Decorative typestyles do not scan well, ie: boulevard, zaph chancery, fancy scripts. Keep in mind that if your text is scanned in all capital letters it cannot be converted to upper and lower case letters. However, if it is scanned in upper and lower case letters it can be converted to capital letters.



#### Storage Devices Accepted

- 3.5 floppy disk
- Zip disk 100 MG or smaller
- Compact Disk

### Translation List

The following list shows all the files formats we can translate, decode and decompress. All formats listed below can be translated to (write) or from (read) any other format unless otherwise noted.

#### DOS and Windows Word Processing Formats

- \* Ami Pro 1.2, 2.0, 3.x
- \* AppleWorks 5.0
- \* ClarisWorks 1.0, 3.0, 4.0, 5.0
- \* DCA-RFT
- \* MS Works for Windows 2.0, 3.0, 4.5, 95
- \* MultiMate 4.0
- \* OfficeWriter 5.0, 6.0
- \* Professional Write 2.0
- \* RTF
- \* Text
- \* Word (DOS) through v.6
- \* Word for Windows 1.x, 2.0, 6.0, 95, 97, 2000, XP 2002
- \* WordPerfect (DOS) 5.0, 5.1, 6.0
- \* WordPerfect for Windows 6.0 through 11.0
- \* WordPerfect Works for Windows 2.0, 2.1
- \* WordStar 5.0, 6.0, 7.0

#### Macintosh Word Processing Formats

- \* AppleWorks 5.0
- \* AppleWorks 6.0 (Read Only)
- \* ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0
- \* FrameMaker MIF 3.0
- \* MacWrite II
- \* MacWrite Pro 1.0, 1.5
- \* MS Works 3.0, 4.0
- \* Nisus Writer 3.0, 4.0
- \* RTF
- \* Text
- \* Word 4.0, 5.x, 6.0, 98, 2001, X
- \* WordPerfect 2.x, 3.x
- \* WriteNow 3.0, 4.0 (Read Only)
- \* AppleWorks (Apple II) 2.1, 3.0, GS

#### DOS and Windows Spreadsheet Formats

- \* Appl eWorks 5.0
- \* ClarsWorks 1.0, 3.0, 4.0, 5.0
- \* Excel 2.x, 3.0, 4.0, 5.0, 95, 97, 2000, XP 2002
- \* Lotus 1-2-3 WK3, WK4, 97, 98, Millennium 9.5
- \* MS Works for Windows 3.0, 4.0, 4.5, 95
- \* Quattro Pro (DOS) 4.0
- \* Quattro Pro for Windows 1.0, 5.0, 6.0, 7.0, 8.0
- \* Quattro Pro for Windows 9.0 (Read Only)
- \* SYLK (Read Only)

### Macintosh Spreadsheet Formats

- \* AppleWorks 5.0
- \* AppleWorks 6.0 (Read Only)
- \* ClarisWorks 1.0, 2.x, 3.0, 4.0, 5.0
- \* Excel 2.0, 3.0, 4.0, 5.0, 98, 2001, X
- \* MS Works 2.0, 3.0, 4.0
- \* SYLK (Read Only)
- \* AppleWorks (Apple II) 2.1, 3.0

### DOS and Windows Graphic Formats

- \* GIF
- \* JPEG
- \* TIFF
- \* PC Paintbrush.PCX
- \* Windows Bitmap.BMP
- \* EPS PC (convert to EPS Mac only)
- \* Windows Metafile.WMF
- \* WordPerfect.WPG 1.0, 2.0

### Macintosh Graphic Formats

- \* GIF
- \* JPEG
- \* TIFF
- \* PICT/PICT2
- \* EPS Mac (convert to EPS PC only)

### DOS and Windows Database Formats

- \* ClarisWorks 1.0, 3.x, 4.0
- \* Comma Separated Values (Write only)
- \* dBase (DBF) II, III, IV
- \* FoxBASE/FoxPro
- \* MS Works for Windows 2.0, 3.0, 4.5, 95
- \* Tab Text (Write only)
- \* WordPerfect Works 2.0

### Macintosh Database Formats

- \* ClarisWorks 1.0, 2.x, 3.0, 4.0
- \* Comma Separated Values (Write only)
- \* FoxBASE/FoxPro
- \* MS Works 2.0, 3.0, 4.0
- \* Tab Text (Write Only)
- \* AppleWorks (Apple II) 2.1, 3.0

### Encoding Formats

(We can decode files encoded in the following formats)

- \* BinHex
- \* MIME
- \* uuEncode

### Compression Formats

(We can decompress files compressed in the following formats)

- \* Compact Pro (.cpt)
- \* Gzip
- \* MacBinary
- \* Stuffit (.sit)
- \* TAR
- \* Z, ZipEncoding

### *Electronic Artwork*

Experienced graphics designers can provide electronic files of their camera-ready artwork. By providing electronic files that can be output directly to negatives you can have more control over the finished product and can save time and money. This can be a highly technical process and should be left to trained professionals. However, here is a very basic list of requirements for providing electronic files for a service bureau.

### Basics

- Send all the correct fonts used in the file including fonts used in EPS artwork. Postscript fonts work best.
- Send all linked art files, ie: tif, eps, wmf, cmx, etc.
- Send a composite and color separations as printed from your printer.
- Make sure all photos are scanned at the appropriate resolution for your paper and quality requirements.
- Run your software program's preflight utility, ie: Pagemaker's Prepare for Service Bureau or Quark XPress's Collect for Output utility.
- Do not send compressed files.
- Indicate output resolution desired.
- Make sure you are sending your files in a format and on a media storage device that is acceptable to the service bureau.
- Communicate clearly how you expect your files to turn out, ie: trapping, knock outs, screen angles, crop marks, registration marks, number of negatives to provide, color proofs, return of original files, turnaround, emulsion side, and output media.

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