

ADP will ONLY accept the following file formats:

IF THE INTENDED RESULTS OF THE PROJECT YOU ARE SUBMITTING IS:

■ BLACK & WHITE:

A Black & White PDF file at full printing resolution (300dpi). Do not compress the file below 300 dpi (dots per inch). Be sure to embed all fonts and graphics.

■ FULL COLOR (4-color process):

A Full color PDF file at full printing resolution (300dpi). Do not compress the file. Be sure to embed all fonts and graphics. All Images or Text MUST be in CMYK format.

■ SPOT COLOR:

An Illustrator EPS with Spot color defined/colored using the Pantone Matching System. Be sure to embed all fonts and graphics used in the artwork.

See *detailed* Electronic Guidelines for more information.

We **DO NOT** support the following file formats:

- Native MS Word
- Native MS Publisher
- MS PowerPoint
- Native Corel Draw

Artwork designed and submitted using these programs, in most cases, can either be export or saved as a PDF file or printed it to a postscript (.prn) file which can then be converted to a pdf file. Please be sure to outline and embed all fonts and graphics whenever possible.

Exporting files created in these software programs does NOT guarantee that they will always print correctly.

If you fail to adhere to these guidelines, we will not be responsible for the quality of the final project.

Your cooperation is greatly appreciated!