

File Preparation Guide

1. Imagers prefers to receive your Pagemaker file in its native format.
All slides should be contained in one file to avoid setup charges for multiple files.
2. Please refer to our tip sheet regarding available fonts. Unsupported fonts must be supplied.
3. Any support files (.eps or .tiff files) must be included with your PageMaker file. If large scanned files are placed in your file, please notify us. **Extra turnaround time may be required.**
4. **Page Setup.** It is crucial that the proper slide ratio is defined as follows: Select Page Setup in the File menu. Page dimensions should be set to 11 x 7.33 as shown. (Do not choose Double-sided or Facing pages.)

Allow a minimum of .25" margin on all sides when placing text or graphics (.5" is suggested). Draw a filled rectangle covering the entire 11 x 7.33 page to create your slide background. Draw a rectangle filled with white for a white background. Note: We do not recommend using a white background because it will cause all color to be washed out. If files are setup incorrectly, output cannot be guaranteed.

The screenshot shows the 'Document Setup' dialog box with the following settings:

- Page size: Custom
- Dimensions: 11 by 7.33 inches
- Orientation: Wide (selected)
- Options: Double-sided (unchecked), Adjust layout (unchecked), Facing pages (unchecked), Restart page numbering (unchecked)
- Number of pages: 1, Start page #: 1
- Margins: Left 0.5 inches, Right 0.5 inches, Top 0.5 inches, Bottom 0.5 inches
- Target output resolution: 300 dpi

Color Suggestions

When defining color for slides, utilize the RGB color model for all elements. This will allow a higher degree of fidelity between screen and output.

The color mode for color lasers should be CMYK. RGB is not a dependable color mode choice for color laser output because it is not the color mode the printers are designed to output. While our technicians will attempt to ensure the most acceptable color possible, RGB output is **not** consistent.

Other Items

- Additional charges will be assessed for jobs totalling over 20 megs (output file, supports, and fonts) at a rate of \$2.50 per meg.
- Jobs sent on multiple disks will incur charges of \$5.00 per disk. Removables (CD, Zip, Jaz) are highly suggested for large files. Do not compress files sent on removables.
- Recolored scanned images may revert back to their original scan color. Set the color of the image in the originating software before inserting to ensure output. **Abnormalities you experience to your PostScript printer usually will be duplicated when the file is output. Don't rely on your screen, test print to a PostScript printer whenever possible.**
- Pattern fills will not image to film. Fill objects with solid colors only.
- **Previous versions of PageMaker are not directly supported. Version 6.5 or better is highly recommended to ensure proper output.** Output from previous versions cannot be guaranteed.