

Monet Graphics
Art Department
Electronic File Preparation Worksheet

February, 2000

In order for Monet Graphics. to effectively translate your Macintosh files to our high end output system, please supply us with the following information on all electronic artwork files prepared for Monet Graphics Art Department.

Please fill out the following:

Company Name: _____ Your Job #: _____

Contact Person: _____

Date: _____ Phone #: _____ Fax #: _____

1. Please include all original art, FPO's, TIFFs and EPS files (live and parent) on your disk. If TIFF files are less than 2000 DPI - Please supply scannable artwork to be done by Monet.
2. Use actual PMS colors in your files. Do not rename PMS colors or use 4 color process or use screen tints to make up solid PMS colors.
3. Supply composite color files in order for Monet Graphics to accurately separate colors for plating.
4. Do not trap your files. We will add spreads and chokes appropriate to our printing process and specific job requirements.
5. Four color process files (Photoshop files) must be supplied at a minimum of 300 DPI, actual size or larger. We can not enlarge files without losing resolution. Also these files should be supplied as a layered file when at all possible. There are times when we need to separate type, logo's, etc. from the 4C image.
6. Four color process art should not be supplied as a Photoshop file if originally created in another program. Please supply the Photoshop and the original file, including all the graphics and type required for the job.

File Format: (All documents must be Macintosh based. Please indicate program and version used.)

QuarkXPress: _____	Version #: _____
Pagemaker: _____	Version #: _____
Illustrator: _____	Version #: _____
Freehand: _____	Version #: _____
Photoshop: _____	Version #: _____
Other (list): _____	Version #: _____

*** When sending files please Do Not embed any graphics, refer to #1 on this worksheet.**

*** When art bleeds off, please make sure the bleed has been done in your files. A 1/16" bleed is required.**

Images: (List images used in your final artwork.)

EPS files: _____

TIFF files: _____

Bitmapped files: _____

Scannable art supplied: _____

Fonts: Please send copies of all **screen** and **printer** fonts used in your document, including any linked to EPS files used in your final document.

When sending Monet Graphics electronic artwork please supply a directory print-out of the disk with all folders expanded along with a color print-out of your final artwork. Your disk should contain three folders:

1. DOCUMENT - Final artwork
2. FONT - screen and printer fonts
3. SUPPORT / ART - EPS files, TIFF files, etc.

If there are any questions about file preparation, please call Monet Graphics Art Department at 610-380-6470.