



Electronic Order Department Accepted File Type List

	Software	Version	File Ext.
Layout	Quark XPress	7	.qxd
	Adobe InDesign	CS4	.indd
	<p><u>IMPORTANT:</u> These files often contain supporting graphics and fonts that should be sent along with the respective root file. Quark files should be collected for output and InDesign files should be packaged.</p>		
Vector Art	Adobe Illustartor	CS3	.ai, .eps
	Adobe PDF	Any	.pdf
	<p><u>IMPORTANT:</u> These files often contain unique fonts that should be converted to outlines or the fonts should be supplied with the respective file. Files should never have RGB properties.</p>		
Raster Art	Adobe Photoshop	CS4	.tif, .bmp, etc.
	<p><u>IMPORTANT:</u> These files are classified as non-vector or rasterized art. Resolution should never be below 300 DPI (dots per inch). Scaling these files in layouts will effect the resolution. There is a wide variety of acceptable file types. However, formats such as .jpg and .gif should be avoided because of color and compression issues.</p>		
Text	Microsoft Word (text only)	2004	.doc
	Microsoft Excel	2004	.xls
	<p><u>IMPORTANT:</u> These files normally cannot be used for art purposes.</p>		
Archive	Stuffit	Any	.sit, .sitx, .sea
	Winzip	Any	.zip
	<p><u>IMPORTANT:</u> These files contain one or more files within them which makes sending multiple files easier.</p>		

