

NovoPrint Guidelines for submission of files to be used in advertising.

Acceptable

* Ads Submitted in InDesign

Must include: All original photos, images, clip art & all fonts used in the document. In addition to the InDesign file. This means there will be 2 or more supporting files.

** Ads submitted in Illustrator/Photoshop

All text must be converted to outlines or rasterized.

(If assistance with conversion is needed, contact the production department at NovoPrint USA at the number listed below.)

† ONLY acceptable for submitting RAW text to be used in the ad.

ADOBE ACROBAT All Versions (Preferred Format)
.pdf

ADOBE ILLUSTRATOR** Versions 8.0-CS
.ai .eps .pdf

ADOBE INDESIGN* Versions 2.1-CS
.ind .indd

ADOBE PHOTOSHOP** All Versions
.eps .tif .jpg .psd

MICROSOFT WORD† All Versions (**NOT FOR LAYOUT**)
.doc .txt

Acceptable Formats

Unacceptable

We **DO NOT ACCEPT** files from Microsoft Excel, PowerPoint, Publisher, Quark, WordPerfect or any Corel program. These programs are not designed for high-end publishing. Any image that may have been embedded or placed in these programs will also be found somewhere on the computer's hard drive

 **MICROSOFT EXCEL** All Versions
 **MICROSOFT POWERPOINT** All Versions
 **MICROSOFT PUBLISHER** All Versions
 **QUARK** All Versions
 **WORDPERFECT** All Versions
 **COREL** All Versions

Unacceptable Formats

ALL IMAGES MUST BE 300dpi @ 100%.
We will accept files (Mac or PC) via: Email, CD & DVD

Please include the Project, Advertiser Name and your Contract Number in the subject line of the email.