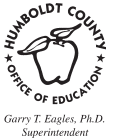


If you submit your file digitally to HCOE Communication Center, please use this check list to ensure your project gets completed correctly and in a timely fashion.

Remember, we are always available to answer any questions you may have, and we encourage you to contact us when you are first planning a project.



- ✓ 1. Name your files so they can be easily identified.
- ✓ 2. Tell us what Program you used to create your file, and the version.
- ✓ 3. Was it created on a Mac or a PC?
- ✓ 4. The original jpeg, tif or eps files of any photos or artwork used in your final layout need to be included in the folder along with the text file.
- ✓ 5. All fonts used in your final document should also be copied into the folder.
- ✓ 6. Be sure all your photos have been properly sized for use in your document. No resolution higher than 300 dpi is required for printing, and the physical size of the photo should be reasonably close to the size you are going to use. Also, if you're only using a small part of a photo, crop the rest out in your jpeg file and keep only what you're going to use. All of this cuts down on file size and memory needed to print your document.

Low resolution photos or artwork (90 dpi or less) will usually not print clearly, even though they look okay on a computer screen. You must use at least 200 dpi and not over 300 dpi.

- ✓ 7. If you are submitting photos and text to have a layout created by us, we can resize the photos to fit the final layout. However, remember that low resolution artwork that is already small in physical size will likely not print well. You should print out a copy of any photos/artwork you want to include to see if the print quality is sufficient.

- ✓ 8. Digital files can be submitted by cd, flash drive, email and ftp. **A hard copy must always accompany a digital file.**