



## ARTWORK SPECIFICATIONS

The Inter-Mountain uses a Macintosh-based design system. We accept a wide range of files from PC or Macintosh computers. Scans or faxes will require editing. CMYK process colors are accepted. When using Pantone PMS spot colors please specify color number.

**CAMERA-READY ART** – We accept laser prints with a high black and white contrast. Also, we can accept PMT, RC paper or slicks. Letterhead or business cards usually require editing. Faxes and photocopies are not considered camera-ready art and will require editing.

**ELECTRONIC ART** – Files can be sent on a 3.5" floppy disk, ZIP disk, CD-ROM, or by e-mail. Bitmap files (JPEG, TIFF, GIF, EPS) are accepted but may require editing. Files pulled from an Internet website are typically low resolution and may not be usable. Please send a hard copy of your artwork by fax or mail for proofing purposes.

### PC-BASED FILES

Adobe Acrobat – convert files to pdf.

Adobe Illustrator – convert text to outlines.

FreeHand – convert text to paths, export files as Generic EPS.

Microsoft Office – include placed files along with all screen and printer fonts used.

*We do not accept documents, files, etc. in Publisher.*

QuarkXPress – include placed files along with all fonts used.

### MACINTOSH-BASED FILES

Adobe Acrobat – convert files to pdf.

Adobe Illustrator – convert text to outlines.

FreeHand – convert text to paths, export files as Generic EPS.

QuarkXPress – include placed files along with all screen and printer fonts used.

Microsoft Office – Word and PowerPoint: Embed fonts.

*We do not accept documents, files, etc. in Publisher.*

If you have problems converting files and/or questions about converting files please feel free to call or e-mail Sean Conrad (304) 636-2121 ext. 108. E-mail address: [sconrad@theintermountain.com](mailto:sconrad@theintermountain.com).

E-mail your art directly to one of The Inter-Mountain e-mail address below:

Please include in your e-mail message:

- Company Name, Your Name and Phone Number
- Name of Document or Item to be Printed

### Remember to Send a Hard Copy of your Artwork by Fax or Mail

Send Camera-Ready Art, Media or Paper Proofs to:

The Inter-Mountain  
Attn: Joyce Becker  
520 Railroad Avenue  
P.O. Box 1339  
Elkins, WV 26241

The Inter-Mountain  
Francheska Jones  
520 Railroad Avenue  
P.O. Box 1339  
Elkins, WV 26241

E-mail Address: For Joyce Becker, Print Services Director  
[jbecker@theintermountain.com](mailto:jbecker@theintermountain.com)

For Francheska Jones, Sales & Marketing  
[fjones@theintermountain.com](mailto:fjones@theintermountain.com)