

Virginia Gazette Companies, LLC

commercial printing

File Submission Guide

Submitting your files to The Virginia Gazette Companies, LLC couldn't be easier. For specific information on electronic file submission visit (www.vgprint.com).

Choose from the following methods:

- * FTP/Upload
- * ZIP (100 MB)
- * Email (small files only)
- * Floppy Disk
- * CD-ROM/DVD

Submitting Files by Ground

Please label disks with your name, company name and phone number so we can return your disks once the project is complete.

Please include a typed description of what you are submitting and a listing of each disk's contents.

It is critical that the following items are included:

- * Laser print of your document
- * Native Document file and its report
- * Images saved in the correct color space, i.e. grayscale, CMYK, or spot
- * All Fonts used in your document.

Only submit the files necessary to print your document. *In Quark use the "Collect for Output" function. If using Pagemaker "Save for Service Provider."*

Software and file format compatibility

The Virginia Gazette Companies, LLC can receive files created in the following industry-standard programs:

- * Quark XPress (Mac and PC)
- * PageMaker (Mac and PC)
- * Illustrator (Mac and PC)
- * PhotoShop (Mac and PC)

The Virginia Gazette Companies, LLC can receive the native application files for the above software as well as these file types:

- *eps
- *Postscript
- *tiff
- *pdf

Please refer to our website for more specific information: www.vgprint.com

Submitting Files by FTP Transfer

The Virginia Gazette Companies, LLC offers FTP uploading of your digital files to our server. This is the most efficient method.

Macintosh:

Uploading your files with a Macintosh requires FTP client software. The most common of these is Fetch. It can be downloaded from their website:

http://getfetch4.com/Fetch_3.0.3_Installer.hqx

Once Fetch is installed on your Mac you'll need the following information:

host: ftp.ontheline.com
username: vapress
password: richard

Please contact the VA Gazette prepress department so a directory can be created for you.

Windows:

Use Internet Explorer 5.0 or above and enter the following address:

<ftp://vapress:richard@ftp.ontheline.com>

Please contact the VA Gazette prepress department so a directory can be created for you.

Do and Don't

- * Avoid using punctuation and spaces in your file names.
- * Include the file extension, i.e. *.pdf, .eps, .tif*.