

Text Design Checklist

Below are points to consider that will help the designer create the best possible look for your text



**GORHAM
PRINTING**

We're on the same page.

TEXT

1 Your Manuscript

Save your manuscript in a single document as DOC or RTF file format. Before saving:

- Completely edit and spell-check all content (editorial changes made once the design process has started will cost \$92/hour).

IMAGES

2 Text Images

Digital images are computer files provided by you. **If you will be providing digital files of your images**, please save them in the following formats:

- Save photos as JPG, PNG, or TIF
- Save logos as EPS or PDF
- Save all images files with a number in the file name

If you have photographs, artwork or other original source material, Gorham Printing can scan your items. Please provide your materials in the following format:

- Put a sticky note label with a number on the back of each original photo
- Save all captions in a single file with each caption numbered to match the numbers on the photographs

3 Image Captions

If your text images have captions:

- Save all captions in a single DOC or RTF file with each caption numbered to match a corresponding image



Text File Formats

Your software has more than one way to save a file. For our uses, you will need to save your text files in one of these formats.

- **DOC file:** This is the standard MSWord format, but you can also "Save As" as DOC format in other software too, such as Pages or GoogleDocs
- **RTF file:** this stands for "Rich Text Format." By saving a file this way, you keep the styling of your document intact.