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### **Digital Blueline File Preparation Guidelines**

In order to ensure that your Digital Blueline order can be printed in a timely and effective manner, please submit your Blueprints in one of the following "Print Ready" Formats:

PLT, DWF, VIC or TIFF, (TIFF files must be set to Bitmap and have no compression)

PDF files are also acceptable but are subject to \$0.50 conversion fee per page printed.

If you have a PDF but would like to avoid this conversion fee you may do so by converting them yourself with Adobe Acrobat by taking the following steps:

- Open file in Acrobat
- Select "Save As" under the File Menu
- In the "Save as Type" box, use the drop down menu to select TIFF
- Click the "Settings Button"
- Change the Color Settings option in the "Conversion Box" to Monochrome then press OK
- Now press Save

Please Note: Reprographics no longer accepts DWG (Autocad Files).

#### **Accepted Media**

Most of our clients send us files via email and our web uploader at [www.reprofortcollins.com](http://www.reprofortcollins.com). We also can accept files saved onto: CD/DVD and flash drives. We accept files 24 hours a day, 7 days a week. Be specific with any instructions when placing orders online and please make sure we have current contact info for you. Make sure you specify sizes, quantities and deadlines.

#### **Payment & Delivery**

For those clients without an account with Reprographics payment is due upon completion unless previous arrangements are made.

Please check with us, our FREE pick up and delivery may be available for your area.

Thank you for choosing Reprographics we value your business.