

## **Guidelines for Files**

I gladly accept text files on disk, or via E-mail. Since the purpose of proving these files is for you to save money by saving me time, please be sure to prepare files with a style and format that I can use easily. Often client files require more work to undo formatting than would be required to reenter the text. To avoid this problem, simply consult the following guidelines.

### File Formats:

I can accept most word processing formats, Mac or IBM. If I can't read your file, you can probably save it in another format that I can read, or I can get it converted. My preferred format is Microsoft Word/Macintosh.

If sending files by E-mail, attach a Word file or paste the text into the body of your E-mail message.

Include a printout of what's on the disk. You can mark this copy with instructions regarding layout and design or even text edits you'd like me to complete. Please mark clearly and legibly, in red if possible.

Keep a backup copy of what you're sending me—just in case .....

Provide a listing of files on the disk, if there are more than a few. Be sure to clarify any file names that may not be readily apparent to me. Delete any unnecessary files from the disk.

### Type Formatting Guidelines:

Don't apply unnecessary formatting to your document. Chances are I'll have to undo it. You can, however, apply formatting such as bold, italics, etc. to individual words at any time—this formatting is usually retained.

Don't use underlining or all caps. These are "typewriter holdovers" and are seldom used in desktop publishing. It's also much more time consuming for me to undo this formatting than it would be to apply it in specific instances where it is desired.

When using tabs, hit the tab button only once. You don't need to bother with setting up tabs in your program, and don't worry about how the page looks on your screen. Your efforts to make the setup look right (especially if you rely on default tab settings) will involve extra work for me. I can easily set the appropriate tabs.

Please single space between paragraphs. And double space only between major sections of the document.

Don't hit the return key until you reach the end of a paragraph, even if you're intending to wrap text (for example, for indented bulleted lists). I'll set it up so the text wraps automatically.

Keep it simple. Straight text with minimal formatting is easy to work with, and providing it on disk, or via E-mail will indeed save you money.