



## GUIDELINES FOR CUSTOMERS WHO SUPPLY FILES

We can accept and easily work with Adobe InDesign CS, Illustrator CS, Photoshop CS, Quark 4.0, Freehand 10, PageMaker 7.0 and Acrobat PDF files.

### **Please ensure the guidelines outlined below are considered before supplying any files:**

- all fonts used are supplied separately and/or exact font names used, or all fonts converted to paths/outlines (if possible)
- any images used are supplied as separate files - tif, jpg, eps, illustrator, wmf
- clear details as to colours used/required - full colour, spot
- hard copy (preferably colour) of all supplied page layouts (fax is acceptable)
- imported images not enlarged more than 25% above original size
- run a spell check prior to supplying files

### **If supplying Word or Publisher files, please ensure the following:**

- save all text as text only file and supply separately - txt or rtf formats
- required finished page size is clearly indicated

### **If supplying PDF files, please ensure the following:**

- high resolution distiller setting required - Press, PDF/X1a
- no RGB images used (direct from scanner/digital camera)
- only CMYK and/or Pantone spot colours used - no RGB
- only high resolution images used (see below)
- output to desired page size + extra 30mm with page trim marks included
- any print to edge of page is stretched to outside the page trim marks
- all fonts converted to paths/outlines before convert to pdf (if possible)

### **If supplying image files, please ensure the following:**

- files are required in original format - tif, jpg, eps, illustrator, wmf
- minimum 300dpi for colour/grey - 1200dpi for black & white images when at 100% required print size

**If you are unsure about any of the above, please don't hesitate to contact us and we can assist in saving you money and ensuring your job runs smoothly.**