

We are able to handle many file formats but in order to provide you with the most economic service we would ask you to refer to the details below for further information.

In order to ensure work is carried out quickly and economically we have prepared some guidelines to help you.

General Guidelines:

- **Fonts:** Fonts must be supplied for all documents as well as those used in supporting imported or placed files. NB: Mac fonts are generally comprised of a printer font and a screen font, **both of these are essential.**
- **Text to outlines :** Where possible **ALL** text should be converted to curves (vector), this prevents your typeface being replaced with a similar one.
- **Bleed:** We require sufficient image area on all edges for bleed.
- **Scale:** Artwork setup at 12.5% (1/8th size) at a resolution of 300dpi.
- **Scans:** Scanned images should be supplied as separate files, saved in EPS, TIFF or JPG format.
- **Resolution:** We require scans to be at 300dpi at no smaller than 12.5% of final size. If unsure or for further details please contact us.
- **Colours:** If special colours are used then they must be clearly indicated by Pantone Reference Numbers. Due to printing digitally we will only be able to match as close as possible.
- **Media:** Files can be supplied on the following recorded media;
 - Compact Disc
 - DVD RAM / ROM
- **File transfer:** Files can be transferred using ISDN or Email. Please note maximum sizes for each are : ISDN = 60 mb / Email = 20 mb. If file sizes are greater then please supply on above media format.
- **Software compatibility:** Due to numerous software packages available for artwork creation on the market today, we are unable to support them all. We therefore have invested in the latest Industry Standard Applications:
 - Adobe Photoshop CS and earlier
 - Adobe Illustrator CS and earlier
 - Adobe InDesign CS and earlier
 - Adobe Acrobat 6.0 and earlier
 - QuarkXpress 6.5 and earlier
 - Freehand MX and earlier

If you are using software that is not listed above then please export your files: in a format that can be opened by the above applications, in an EPS format or if using CoralDraw export as Adobe Illustrator. If using an IBM compatible machine, files should have text converted to curves and contain a Mac preview wherever possible.

Contact Us:

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