



☐ Microsoft documents

We cannot use the following formats for printing

- Word
- Exel
- Publisher
- Powerpoint
- Works

Below is a link to a website that can convert any of the above files into a useable pdf, it is pretty straight forward and will do it for you right there online. **ITS FREE!**

<http://convert.neevia.com>

Please note that it is important when supplying a PDF from a Microsoft document, care is taken to ensure any spot colours are created correctly in your original document.

Please supply a screen shot of your Microsoft document before conversion this can be done by the following:

- PC operators – there is a button on the keyboard – "PRINT SCREEN".
- Mac operators – apple, shift 4, high light the area you wish to copy, this then saves a png copy to your desktop.



☐ PDF Files

We request all our artwork to be supplied as high resolution (300dpi).It is important that you prepare your PDF file in the correct way. There are options which must be set for commercial

printing

- Resolution (Choose High Resolution)
- Compression Settings (for colour and greyscale should be down sampled to 300dpi (with "auto compression" set on high.)
- Font Embedding (should be set to "embed all fonts")

Colour needs to be set as CMYK not RGB (RGB artwork will be converted to CMYK this could effect your colours).



□ InDesign

Please ensure all fonts and pictures used in your artwork is supplied to us in a separate folder using the "package" function under the "file" menu. Compress the document using stuffit or winzip before uploading or sending our order via email

Please supply a screen shot of the artwork or a PDF. This is for our reference to make sure that nothing is missing or moved on the artwork when supplying.



□ Illustrator

Include all embedded images and convert all text to curves. Save as a eps file



□ Photoshop

Resolution Set to 300dpi when starting your new document Save file as either tiff or jpeg

Other files not listed above must be saved either as an eps or jpeg.

Please note if you require for us to make changes to your file (jpeg / eps), we would require you to re-supply new artwork as either a PSD, PDF or AI files as we are unable to make changes to flattened images (jpeg/ eps / tiff).



□ **Quark Express**

Please ensure all fonts and pictures used in your artwork is supplied to us in a separate folder using the "collect for output" function under the "file" menu. Compress the document using stuffit or winzip before uploading or sending our order via email.

Please supply a screen shot of the artwork or a PDF. This is for our reference to make sure that nothing is missing or moved on the artwork when supplying.

Imposition

Please ensure that you do not supply your files imposed or as "printers pairs". Please only send one version.

Artwork Bleed

It is essential that there is a minimum 3mm bleed around your artwork, save your artwork as any of the above formats example (A6 111 X 154.50). This is for cutting purposes. Please note that there is a 2mm tolerance for cutting on all jobs.

Please ensure that when setting the colour it is set to CMYK not RGB...

Following these guidelines ensures that there will be no delays with printing. If you have any problem, don't hesitate to **call our design team (01204 300111)** who will be more than willing to help.