

We are able to handle many file formats but in order to ensure your work is carried out quickly and economically we have prepared some guidelines to help you.

Artwork Guidelines:

- **Fonts:** Fonts must be supplied for all documents as well as those used in supporting imported or placed files.
- **Text to outlines:** Where possible ALL text should be converted to outlines (vector). Outlining text prevents your typeface being replaced with a similar one.
- **Bleed:** We require sufficient image area on all edges for bleed. 6mm bleed at final size should be fine.
- **Scale:** It is not always possible to create artwork at 100% of final size. Artwork setup at 25% (1/4th size) at a resolution of 300DPI should be fine.
- **Scans:** Scanned images should be supplied as separate files, saved in EPS, TIFF or JPG format.
- **Resolution:** We require scans to be no smaller than 25% of final size at 300DPI. If you are unsure or require further details please contact us or send an e-mail.
- **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;
 - CD
 - DVD RAM / ROM
- **Software:** We can print from most software packages including:
 - Quark Xpres
 - Adobe Illustrator
 - Adobe InDesign
 - Adobe Photoshop
 - High Resolution Acrobat PDFs

If you are using software that is not listed above then you will need to export the file in a format that can be opened by the above applications.

Good luck!

Contact Us:

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