

## FILES WE CAN ACCEPT

We support a variety of file formats for uploaded designs.

Our preferred files are: PDF, Illustrator & InDesign.

We can also accept any of the file formats below, please read the instructions carefully before submitting your files for printing.



### ADOBE ACROBAT DOCUMENT

PDF files are our preferred choice for fast turnaround of work. Fully 'Portable Document Format' this file retains all of the intended information in a stable layout format. However, it is imperative that you create PDF's as 'High Quality', with bleed, crop marks, images saved as CMYK and fonts embedded, as faults in PDF's cannot easily be 'fixed' later in production if you get it wrong.



### ADOBE ILLUSTRATOR

These are accepted if 'collected for output' or 'packaged' so that all the related files and fonts are included. Pages must be set up to the correct size and with bleed. Any missing fonts or linked images will render the file un-printable. Compress the document using Stuffit or WinZip before uploading or sending your file via email.



### ADOBE INDESIGN

These are accepted if 'collected for output' or 'packaged' so that all the related files and fonts are included. Pages must be set up to the correct size and with bleed. Any missing fonts or linked images will render the file un-printable. Compress the document using Stuffit or WinZip before uploading or sending your file via email.



### ADOBE PHOTOSHOP

These should be supplied as 300dpi CMYK. TIFF file with LZW compression off or JPEG. Layered Photoshop files with text still rely on fonts as such should be saved as Photoshop PDF files. Files should be supplied with bleed.



### QUARK EXPRESS

These are accepted if 'collected for output' or 'packaged' so that all the related files and fonts are included. Pages must be set up to the correct size and with bleed. Any missing fonts or linked images will render the file un-printable. Compress the document using Stuffit or WinZip before uploading or sending your file via email.

### JPEG, TIFF & EPS (encapsulated postscript) FILES

Photographic images should be supplied as 300dpi CMYK files, and placed into your document at 100%. The rule of thumb is that an image at 300dpi will enlarge at 400% of its lateral dimensions. This means that an A4 (210 x 297mm) would print at A0 (841 x 1188mm).

NEVER copy and paste graphics from other programs or websites. Website images are saved at very low resolutions of 72dpi, and almost never print well.

If you need to send very large files we suggest using one of the many free third party upload applications or upload via our website.



### MICROSOFT POWERPOINT, EXCEL, PUBLISHER & WORD

Microsoft Office applications are by far the most readily available to most customers but are in many ways problematic for printing as they rely on system information that does not embed in the document and are non-indexed RGB colour space. This means that page styles, layouts, fonts, tables etc. can reformat when opened on other computers. Where possible, these files need to be converted to PDF format to ensure they print correctly.

Below is a link to a website that can convert any of the above Microsoft files into a useable pdf, it is easy to use and will do it for you right there online, and it's FREE.

<http://convert.neevia.com>