

## ART SUPPLIED ON DISK

Date: May 2005 / Rev: B

Form: Art\_On\_Disk.doc

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We can accept files from the following Page Layout Programs:

QuarkXpress (non passport version)

In Design

Freehand

as well as the following Illustration and Graphics Packages:

Illustrator

Photoshop

We cannot accept CorelDraw, Publisher or Word files for output.

Where the accepted file formats are not available, Adobe Acrobat PDF's are to be supplied. They need to be in composite CMYK format. A simple check is to load the disc. If the PDF supplied is not in composite format, when opened the image will be in grey scale and show an individual image for each colour. Composite PDF's display a complete 4 colour picture.

PDF files will be run as supplied and cannot be altered for size, content, colour etc. All white text, regardless of which application it is set in, must be set to knockout. Ensure that in the PDF Settings the "Job Option" used to create the PDF is "Press Optimised", NOT "Screen" or "Print Optimised" otherwise the printed result will be in very low resolution.

All artwork is to be supplied as printers pairs for saddle stitched books and single page spreads for all other folding/binding types as outlined in our impositions. Inlays to be supplied in a separate document and in single pages. All artwork is to have 3mm bleed outside the trim area ie: must be supplied as trim size plus 3mm bleed all round and trim marks identified.

### **All page numbers must be clearly identified in the file and on the lasers.**

Ensure files supplied in Quark have the document size as the trim size. Add bleed and trims outside that area. i.e.: A 4pp should have a document size of 241x120mm, a 2pp 121x121mm, Inlay 150x117.5mm, etc.

### **Impositions Outlining Printers Pairs, Single Pages And Separate Pages For Each Spread Must Be Adhered To Or Charges Will Apply.**

All files are to be supplied with a current, colour laser or proof at same size. We prefer digital proofs. In the absence of a digital proof, a colour laser or colour inkjet must be supplied, as these are not colour accurate, the digital proof the printer outputs will prevail as the colour proof. **If alterations of any kind are made to the file, a new proof must be output. If this is not possible, then the alterations must be clearly identified on the proof.**

All fonts are to be supplied in MAC format NOT PC, including those used in any illustration files. If not possible, create outlines and supply in EPS format. Adobe Type 1 fonts are preferred over True Type fonts. Make sure that all screen and printer fonts are supplied.

All placed images must be supplied and be in either EPS or TIFF formats. We cannot accept JPEGS or EPS files with JPEG encoding. All colour scans must be in CMYK, not RGB, at a resolution of 300dpi.

Booklet art and inlay art are to be supplied on a separate disk to the Disk label artwork. An Output Request Form is to be completed in full, as work cannot commence until this is received.

### **All Fields Must Be Filled In**

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**Output Request Form**

Client: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
 Client Job Number: \_\_\_\_\_ Client Order Number: \_\_\_\_\_  
 Media Supplied: (Please Note: 2 disks must be supplied, 1 for disk label art & 1 for paper parts art)

Delivery: \_\_\_\_\_

**File Names**

**Software Used**

QuarkXpress       In Design       Acrobat PDF  
 Illustrator       Photoshop       Freehand 9

**Page Information**

CD Booklet       Number of Pages        
 Inlay       Single Sided       Double Sided  
 J Card       Single Sided       Double Sided  
 VHS Slick       Single Sided       Double Sided  
 DVD Slick       Single Sided       Double Sided  
 Wallet             Other Specify:.....

**Colour Specifications**

CMYK  
 Specials      Specify Pantone Colours

**Proofing**

Colour Digital

**Alterations To File**

Yes      Specify Changes: \_\_\_\_\_  
 No      \_\_\_\_\_

**Checklist**

Composite Lasers       Fonts       All Linked Files       Add Bleeds

**Special Instructions**

