



# *Guidelines for submitting Artwork on Disk*

## *Sending us your files:*

**We can retrieve files from the following types of media:**

- \* 3.5 inch floppy disk
- \* Zip disk (100, 250 or 750MB)
- \* CD-Rom
- \* USB Flash drive
- \* CompactFlash, SmartMedia or XD card
- \* email attachments (only for files smaller than about 2 megabytes)

## *Programs & File Formats*

Compatibility between different computer systems can be a major problem, and it's not unknown for a page to change considerably when moved between machines. Even such seemingly trivial factors as the fonts built into your printer can cause problems!

For this reason, we ask that you **provide a full hardcopy with your files.**

## *Submitting Complete Pages*

**We prefer to work from files in the following formats:**

- \* Adobe PageMaker 6.0, 6.5 (PC only) and 7.0 (PC & Mac)
- \* PDF (Adobe Acrobat)
- \* PostScript / EPS
- \* Adobe InDesign

**We can also accept monochrome pages in the following formats**

- \* Serif PagePlus 7 and earlier
- \* Microsoft Publisher 2000 and earlier
- \* Microsoft Word 2000 and earlier

### **Notes:**

- \* If you need to use Word or Publisher for a full-colour job, or need to use software not listed here, then please contact us first. We may be able to suggest a technique for converting your files into a form we can handle.
- \* For any full-colour job, please supply us with all the original image files - even if the images are embedded in the document - in one of the formats listed overleaf. This is doubly important for Microsoft Word files, from which it is almost impossible to extract an image at full-resolution for further processing.
- \* You may need to supply us with any exotic fonts that you've used. It can be difficult to find out which fonts have been used in some types of publication, and we will generally not know which fonts are missing until we attempt to open your document.



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*(continued)*

## *Image Files*

**We can accept images in the following formats:**

- \* TIFF
- \* BMP
- \* PNG
- \* EPS
- \* PCX
- \* JPEG
- \* WMF

**Notes:**

- \* Please avoid using the JPEG format if possible. The small size of JPEG files is achieved by discarding a certain amount of detail, and the effect of this is cumulative. Quality will be lost every time you edit and re-save a JPEG file.

The images stored by Digital Cameras are generally in JPEG format, and if you're submitting such images without modification, then the original JPEGs are fine. If on the other hand you need to modify the image, save the finished version in BMP, TIFF or PNG instead, to maintain maximum quality.

## *Body Text*

**If you're supplying just body text, and leaving the layout to us, then we can deal with:**

- \* Microsoft Word 2000 and earlier
- \* Corel Wordperfect 8 and earlier

**Notes:**

- \* Unfortunately, we cannot handle documents in Lotus Smart Suite / Word Pro format.

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