

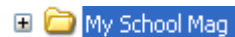


How to supply files

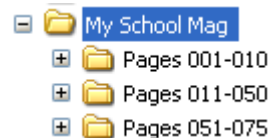


If we are formatting your book for you!

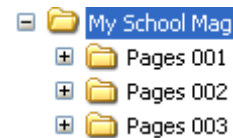
- **FIRST STEP: Create a Main folder**



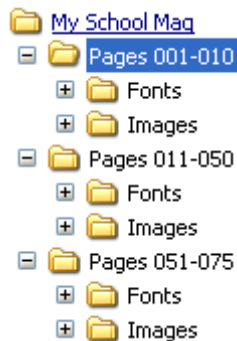
- Inside this folder create folders for each page of the document or in sections if you prefer.



Or



- Inside each folder create a folder for 'images' and 'fonts' used.

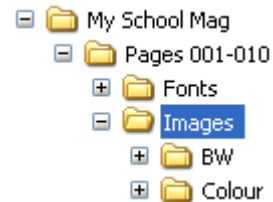




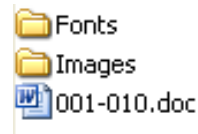
How to supply files_{cont}



- Inside the images folder create a 'black and white' folder and a 'colour folder' to store photos and images in.

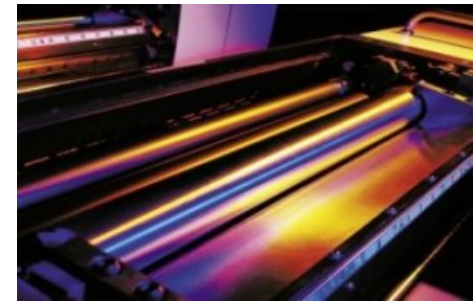


- Name all files according to the appropriate page numbers e.g. Pages 001-010.doc

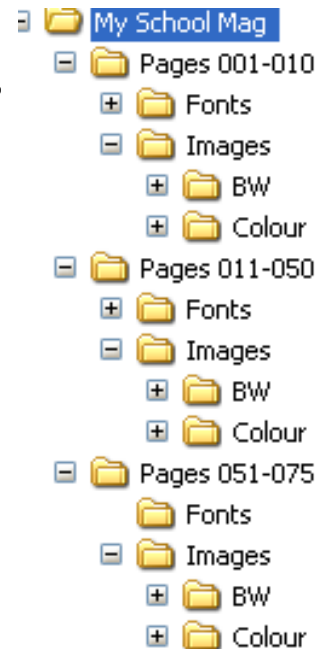




How to supply files cont



- Please always send us the native file from your application plus any images, graphics and fonts shown used, and make sure they are clearly labeled, as demonstrated above.
- To avoid confusion it is vital that your CD/USB-Final Source containing your Zipped Folder contains only the relevant files you want printed.
- **HOT TIP** - If you take time organising your document and photos when you first start to set your magazine up you will save your self a great deal of time. Being organised also means that there is less chance of photos going missing or being accidentally used in the magazine twice.





How to supply images



- All images should be supplied at **300dpi**
- For full-colour printing, convert your images from RGB to CMYK using image-editing software such as Photoshop. **Note:** your files will increase in size when you change them from RGB to CMYK. If you are unable to do this please place the images in the appropriate Col or Grey folders and we will convert them.
- For the best print quality we recommend you supply all photographs and images at **300dpi** at the size they are to be printed. If you can only provide images at 72dpi they must be at least 4 times the size you want them to appear in your publication.
- Please supply images as either **TIF, JPEG** or **EPS** files and avoid files such as GIF, BITMAP and Internet pictures, as these formats are not high enough quality for printing.
- We are only able to reproduce your picture at the quality you provide - we cannot improve on the quality of your image. Be aware that lower resolution images can look good quality on screen but may appear blurred when printed. To check the quality of your image, open it in your standard photo editing package.
- If you have taken your photo on a digital camera please ensure the camera has been set on the highest quality setting. Do not downgrade the quality of the image before sending it to us.
- **Resolution:** If creating or using images in a program like Adobe Photoshop, your files should be at least 300dpi at final print size. You can check this in Photoshop via the Image menu then the Image Size option.



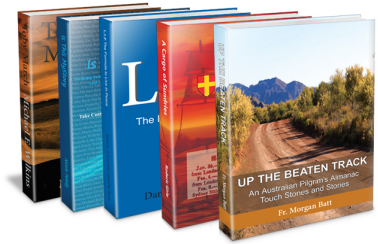
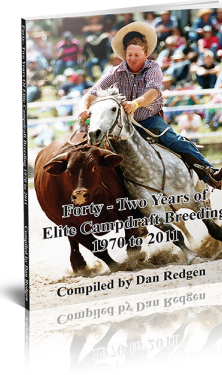
Linked images



- Some software packages such as Adobe Indesign, Adobe Pagemaker, Quark Xpress, Macromedia Freehand and Microsoft Publisher allow the user to link images to the file rather than embedding them. This is to keep the document size from being extremely large.
- It is important when linking images that you do not re-name or move linked graphic files to another folder once they have been placed.
- Before supplying your document make sure that all links are intact and that none have been broken.



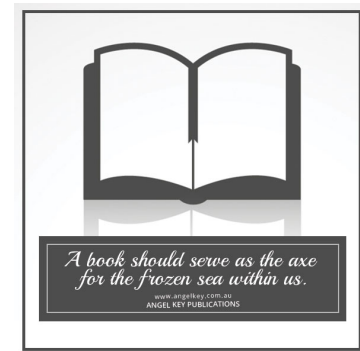
Proofing



- Once we have set up your content ready for print, we will supply you with a mock up laser proof which you must check carefully for any mistakes and make necessary alterations. When marking alterations please do so using a red pen so that they are clearly visible and easy for us to read.
- If re-supplying files only resupply the pages with alterations.
- Once you are happy with your proof copy you will be required to send a confirmation in order to go to print.



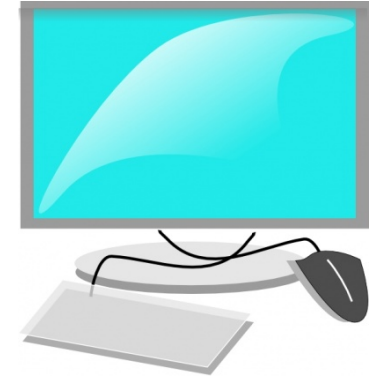
Checklist



- Please ensure that all files are supplied and named correctly.
- All fonts that are used in your document fonts must be included with your job. Postscript printer and screen fonts for Mac. True Type fonts for PC Windows.
- Be aware that a font may have several versions and these can have slight differences that may cause problems such as re-flowing of text and missing words.
- Larger text (such as headings) may be converted to paths, curves or outlines if you are not supplying the fonts with your artwork.
- If you are supplying finished artwork in PDF format please ensure ALL FONTS ARE EMBEDDED when saving to this format. Please include the raw file also just in case.
- You may supply a correct hard copy (print out) with your job so that we are able to use it as a guide. Please tag pages which are to be in colour. (If this is a reprint)



Collecting files for printing



- **using In Design:**
 - Make sure no fonts are missing and images are not missing or modified
 - go to "file"
 - "package"
 - "continue"
- Check box for:
 - "copy fonts"
 - "copy linked graphics"
 - "update graphic links in package"
- - then "Save"

- **using Quark XPress:**

Go to "Utilities" then "Usage"

Click on "Fonts" - check to make sure none are missing

Click on "Pictures" - make sure none are missing or modified
- Go to "File" then "Collect for Output"
- Click "Collect"
- Check boxes for:
 - Layout
 - Linked Pictures
 - Embedded Pictures
 - Colour Profiles
 - Screen Fonts
 - Printer Fonts

- **Collecting using MS Publisher**
- Go to "File"- Below this is Export. Click "Export"
- Click "Save For Commercial Printing"
- Click "Pack and Go Wizard." in THE NEXT BOX- Select location for saving the files.
- Click "Next".

UNTICK THE BOX: "Print Composite Proof" if you don't want to print all pages on your own printer. You should now see a folder where you saved this. There is a zipped folder inside that you can send to your point of print.