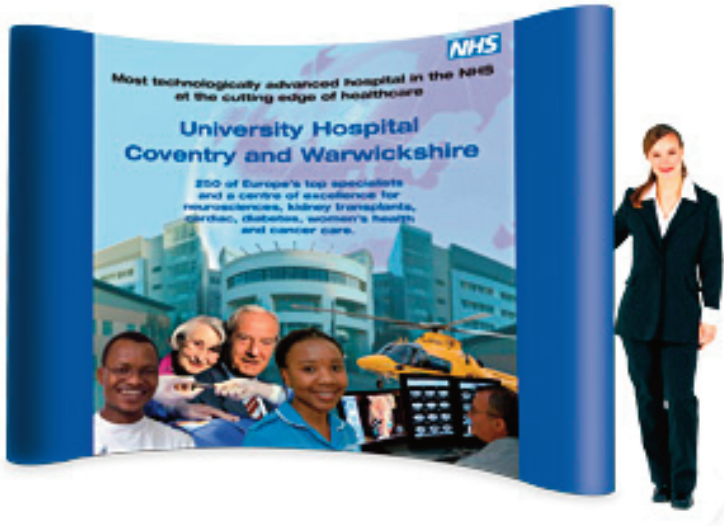


Express 3x4 pop-up

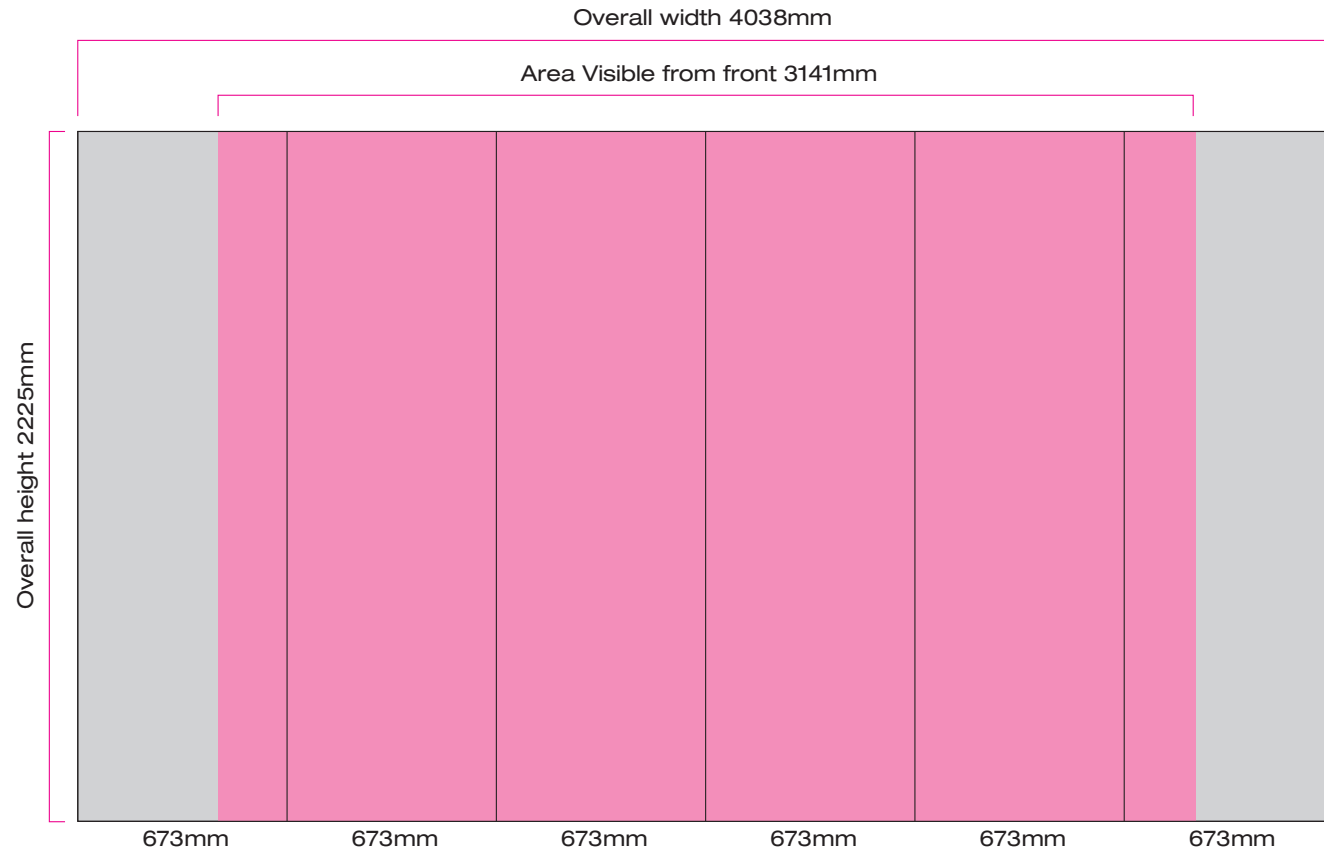
Files can be supplied on the following media:
CD, DVD, e-mail, FTP transfer or USB drives

If uploading files to our FTP server, please call for login details. Alternatively we can download from your FTP site.



Proofs and Colour matching:

We will attempt to match any colour swatches supplied, however the four colour process can only reproduce a certain range of colours, e.g. it cannot reproduce all Pantone™ colours. If colour matching is critical, you must provide an accurate printout or pantone colour reference.



PREPARING ART FOR DIGITAL PRINT:

Acceptable Mac & Windows Software:

Program	Instructions
Quark Xpress 7.0 or earlier	Include all fonts and images used. Page size must be set to the trim size of your job. Bleeds should extend 3mm beyond the page area.
Adobe PhotoShop CS3 or earlier	CMYK, 100dpi at full size or (400 dpi at 1/4 size), flattened, no layers, saved as TIF, EPS or JPG. Image size must be set to the trim size plus 3mm bleed all around if necessary.
Adobe Illustrator CS3 or earlier	Include all images used. Convert fonts to outlines to avoid font conflict. Page size must be set to the trim size of your job. Bleeds should extend 3mm beyond the page area.
FreeHand MX or earlier	Include all images used. Convert fonts to paths to avoid font conflict. Page size must be set to the trim size of your job. Bleeds should extend 3mm beyond the page area.
Corel Draw 12 or earlier	Include all images used, text should be converted to curves. Bleeds should extend 3mm beyond the page area. Files should be saved as EPS
InDesign CS3 or earlier	Include all fonts and images used. Convert fonts to outlines if possible to avoid font conflict.
PDF	Press or Print Optimised. Page size must be set to the trim size plus 3mm bleed all around if necessary. Images & graphics must be in CMYK format.

Publisher, Word, Powerpoint and other non-graphics software will incur charges for conversion.

QUICK HINTS AND TIPS FOR SUPPLYING FILES:

1. IF COLOURS ARE CRITICAL PLEASE SEND A COLOUR PROOF ALONG WITH ANY COLOUR MATCHES YOU REQUIRE OR REQUEST A MACHINE PROOF AT AN ADDITIONAL COST. It is not always possible to match pantone colours using CMYK printers. Our printers and media are carefully calibrated but if no colour proof is supplied or machine proof is requested we can only print what is supplied on disk.
2. Colour images must be in CMYK format (No RGB!).
3. Images with LZW compression cause problems - if you must use compression, use JPEG, but be aware that the more you compress the worse the picture will print. Don't reduce a photo or scan to less than 20% of the original size when placing in a page layout program. Open them in an image editing programme such as Photoshop and scale them to the correct size.
4. Scan or save colour and greyscale images at 100 dpi at 100% of the final size or 400dpi at 25% of the final size.
5. Scanned line art needs to be no more than 1200 dpi at 100% of the final size.
6. Include 3 mm of bleed on all elements that extend beyond the trim edge.
7. Don't use PDF Maker for making PDFs to print - they are rarely acceptable quality. Most other mainstream applications produce good-quality PDFs when "High Quality", "Print" or "Press" settings are used.
8. Multiple copies - Supply files 1-UP. Our pre-press software will duplicate the job to fit the press.
9. Include all Fonts used, including those in imported EPS graphics.

10. We recommend that all files be sent on disc or alternatively uploaded via our FTP site.

**It is our practice to consider only digital art as production ready.
Additional charges will be incurred for scanning, typesetting and design.**

SPECIFICS FOR SUPPLYING DIGITAL FILES.

- Bleeds:** Bleed is the term for printing that goes over the trimmed border of the paper, letting colour run right up to the outer edge. All layout packages allow you set up for bleed. When we get your file we print it then trim it to the required size. Any image outside the trim area is cut off, leaving colour running right up to the freshly cut edge. For cutting purposes, bleeds must extend 3mm beyond intended trim.
- Borders:** Inset borders must be at least 3mm inside the trim edge.
- Rich Black:** Larger areas of black will print beautifully if a "rich black" is used. We suggest making a new colour using 40C, 40M, 40Y, 100K. This will produce a deep, lustrous black. Make sure text or fine lines are not set to print in this "rich black" leave it 100K only.
- Resolution:** Black & White images (line art, logos): 800 - 1200 dpi
Colour & Grayscale images: 300 dpi or above at 100%
- Colours:** Colour images must be saved as CMYK. Coloured elements such as type and backgrounds should have an assigned CMYK Colour.
- Email proofs:** (softproofs) are available upon request, however, screen colours do not represent printed colours and therefore cannot be used for colour proofing purposes.
- Machine proofs:** If colours are critical please send a colour proof along with any colour matches you require or request a machine proof at an additional cost.
- Uploading Your Artwork:** Files must be compressed into a single .sit or .zip file before sending. You can use Stuffit or Ziplt for the Macintosh, or WinZip for the PC. Please contact our Pre-press department for uploading instructions.
- Acceptable Media:** CD Or DVD Discs, USB plug in memory Sticks
- Pictures off the internet:** Some customers provide us with images that have been downloaded from the internet, and which are generally low resolution images intended for screen viewing, not printing. These will always print out blurry, jagged and poor. Avoid using them if at all possible.
- Pantones:** If you use Pantone colours in a CMYK job our equipment will automatically convert the colour at the printer, and the result is generally good. Most of these CMYK conversions are very similar, but some, notably very bright colours like lime greens, bright oranges or reds, are less so. If you have access to a Pantone Process Colour book, check these shades first to see if you'll be happy with the result. Other Pantone colours such as fluorescents or metallics can't be reproduced at all. This is true of any CMYK output, either digital or conventional 4 colour printing.
- Fonts:** We prefer clients to use TrueType or Type 1 PostScript fonts. Multiple Master fonts can cause problems, and we prefer clients not to use them if they have a choice. If using Microsoft Word or Publisher on Windows, use TrueType fonts only, and embed them in the document to prevent the document from reflowing.
- Never apply styles such as Bold or Italic from the menu or keyboard. Instead, choose the correct version of the font from your type menu (e.g. Times Roman Bold). Choosing the Outline style rarely produces acceptable results, either. Create your effect in a drawing program instead.
- We recommend that you use fonts from reputable type vendors such as Adobe, Agfa, Linotype and many others. Fonts supplied with software such as Corel DRAW are commonly used in the Windows

environment and will print satisfactorily. In Illustrator, Freehand or Coreldraw unusual fonts are best converted to outlines to prevent printing problems. Don't use pirated fonts, and avoid cheap or edited ones. Most drawing applications let you convert fonts to outlines, which can be helpful in getting round the problem of fonts that won't print.

Be very careful not to use the page layout software to "create" a font for which you do not have a printer font - for instance you can create a bold italic for which a printer font does not exist, by selecting the text and using command-shift I & B. If you do this, your output will be bitmapped. The safest way to avoid this pitfall is to use the actual font list in your page layout software.

Supply us with all printer and screen fonts used in your document. TrueType are easier - they're only one file. **Be sure to include all fonts 'nested' in imported EPS files** — these are very often missed.

Make sure to send a copy of the fonts and images you've used in your job. In Quark use the "Collect for Output" command; in InDesign use the "Package" command.

Scans

Save all scanned images in CMYK TIFF format unless clipping paths have been used. In that case use EPS. Colour and greyscale scans should be used at **100% final size** with a resolution of **100 dpi**.

Scaling is allowed, if the final effective resolution is close to 100 dpi. - For example, a 100dpi image placed in a document at 200% size will print as only 50dpi – resulting in visible pixelation. If enlarging the image is unavoidable, using Photoshop to resize the image will smooth out the pixelation.

Black and white (line art) material should be scanned at no more than 1200dpi.

Do not supply RGB, Scitex CT or PICT images. We will need to convert these to CMYK TIFF, and charge you for the time taken to do so.

Do not use LZW compression - our equipment does not support it. It will cause errors on output, for which we must then charge you to correct.

Clipping paths are supported (set path flatness to 1 or 2).

Avoid resizing, or skewing bitmap graphics in any program other than Illustrator or Photoshop. This is good practice at any time.

Supplying us with correct, ready to print artwork is your responsibility. Please check your artwork carefully before submitting it to us. Discount Displays cannot accept responsibility for print errors or late deliveries where artwork has been supplied incorrectly.