

# File Saving Guidelines

## Visuals

Always supply up-to-date colour visuals with your job so that we can maintain our quality control and ensure you receive correct prints. Please state on the visual if we need to colour match the visual otherwise it will be accepted that it is for content only. Low res PDF visuals sent via email to your Sales Representative will expedite the processing of your order for printing and manufacture.

## Getting your files to us

We can receive files on the following media: CD, DVD, USB memory stick, portable hard drive, YouSendIt or WeTransfer download links, ftp upload via our website:

[Click here for Service Graphics File Upload](#)

## Applications supported

We support the following applications: Quark XPress Adobe Illustrator, InDesign and Photoshop. Files from other applications must be supplied as EPS or Press Ready PDF files.

## Artwork scale

Artworks can be created at any sensible scale such as 1:2, 1:4 or 1:10. Our RIPs will enlarge the artwork to the finished size.

## Multi panelled graphics

If supplying artwork for multi panel or system graphics please supply the artwork in one piece rather than split into individual panels - The graphic will be split into panels on our printer's rip to ensure accurate matching across all panels.

## Colour matching

If you require an image to be colour matched please supply a Chromalin, GMG or equivalent colour proof for us to match. As standard we match all Pantone references included in your documents but please be aware of the limitations matching Pantone colours using CMYK inks.

## Document bleed

Use the table below as a guide to how much image bleed to add.

MOUNTING TYPE	AMOUNT OF BLEED
Mounted prints	10mm
System graphics	20mm
Large walls	20mm
Wrap mounted prints	50mm

## Transparencies and gradient meshes

All elements using transparency or gradient meshes should be rasterized or flattened. Rasterized elements should have a minimum resolution of approx. 100ppi when printed at full size.

*If colour matching is required don't flatten or rasterise.*

## Fonts

Documents that use Multiple Master, OpenType, or TrueType fonts must be outlined as some of our RIP's won't accept these font formats. Do not use Quark's pseudo style buttons, i.e. **bold**, *italic* etc.

## Scan resolution

Your scans should be roughly 100ppi when printed at the final printed size. (*This works out to roughly 60Mb per metre<sup>2</sup> at the final printed size*).

## Document colour space

All documents should be created CMYK with colours either specified as CMYK or Pantone colours.

## Scans: RGB or CMYK colour

Scans can be supplied as CMYK [Coated FOGRA 39 (ISO 12647-2:2004)] or RGB [Adobe RGB (1998)].

These guidelines are intended as general artwork guidelines to help you format your artwork ready to print. If you have a more specific query or would like advice on a bespoke project, please contact your Account Manager or Customer Services Representatives on the following numbers:

**Chessington** – 020 8877 6600

**Nottingham** – 0115 958 7379

**Glasgow** – 0141 425 2300

**Skelmersdale** – 01695 725 486