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**PLEASE NOTE!**

Inclusive of the cost to print your document is the file load-up and download time which is limited to five minutes. Should your document take longer to prepare for successful printing then a charge of £15+VAT per half hour will apply.

Please make sure you have followed the instructions below. Help us to help you!

# PRE-FLIGHT CHECK

## APPLE MAC created digital documents

To enable us to meet your printing requirements please read the following.

<b>Files accepted:</b>	<b>Quark XPress 3.x-4.x Freehand</b>	<b>PDF Illustrator</b>	<b>Photoshop</b>
<b>Media accepted:</b>	<b>ISDN CD Rom</b>	<b>E-mail</b>	<b>Zip 100Mb</b>

**PLEASE CHECK ALL SUPPORTING IMAGES, FILES AND FONTS ARE INCLUDED**

**Images:**



**Pixel images (Photoshop)**, which are importable into Quark, need to be saved as a CYMK EPS format unless mono in which case TIF format will also suffice. If the whole document has been completed and finished by just using Photoshop you can save the file as a flattened JPEG for file compression to send via email.



**Vector images (Freehand / Illustrator)**, which are importable into Quark, will need to be saved as a CYMK (Process) editable EPS format with all typefaces used converted to paths/curves. Make sure that you 'Save as' this version as a NEW document... you will not be able to edit the text after saving!

**Quark XPress:**

When the document is ready for print it is important that you 'Collect' all supporting images. This can be achieved by 'File' + 'Collect for Output'. This will duplicate files into a new folder. Copy this new folder onto your transportable media along with a copy of all fonts used. Check 'Font Usage' for list. We will only accept family fonts with screen and printer files included.

**FOR YOUR INFORMATION**

Colour Pixel Images to be saved at 304dpi in CYMK mode. Save as EPS.  
Colour Pixel Images can also be saved at 304dpi in RGB mode and saved as JPG.  
(Photoshop or Photopaint only documents)  
Greyscale Pixel Images to be saved at 304dpi in Greyscale mode. Save as TIF.  
Mono Pixel Images to be saved at 600/800dpi in Lineart mode. Save as TIF.

DIGITAL DOCUMENT PRE-FLIGHT CHECK SHEET (APPLE MAC)



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DIGITAL DOCUMENT PRE-FLIGHT CHECK SHEET (PG)

# PRE-FLIGHT CHECK

## PC created digital documents

To enable us to meet your printing requirements please read the following.

**Files accepted:**

Quark XPress 3.x-4.x  
Photoshop  
Illustrator

Adobe InDesign  
Photopaint 7.0  
Freehand

Microsoft Office  
PDF  
CorelDraw 7.0

**Media accepted:**

ISDN  
Floppy 3.5"

Email  
Smart/Compact Card

CD Rom  
Zip100Mb

**PLEASE CHECK ALL SUPPORTING IMAGES, FILES AND FONTS ARE INCLUDED**

**Images:**



**Pixel images (Photoshop/Photopaint)**, which are importable into Quark, need to be saved as a CYMK EPS format unless mono in which case TIF format will also suffice. If the whole document has been completed and finished by just using Photoshop/Photopaint you can save the file as JPEG for file compression to send via email.



**Vector images (Freehand / Illustrator / CorelDraw)**, which are importable into Quark, will need to be saved as a CYMK (Process) editable EPS format with all typefaces used converted to paths/curves. Make sure that you 'Save as' this version as a NEW document... you will not be able to edit the text!

**Quark XPress:**

When the document is ready for print it is important that you 'Collect' all supporting images. This can be achieved by 'File' + 'Collect for Output'. This will duplicate files into a new folder. Copy this new folder onto your transportable media along with a copy of all fonts used. Check 'Font Usage' for list. We will accept TrueType™ and Postscript Type1 fonts.

**Microsoft Office:**

Save Word documents as a '\*.doc' file. Save Excel documents as a '\*.xls' file. Save Access as a '\*.dbf' file and Powerpoint as a '\*.ppt' file. All supporting graphic files are embedded into the forementioned document file formats and will not require separate duplication.

**FOR YOUR INFORMATION**

Colour Pixel Images to be saved at 304dpi in CYMK mode. Save as EPS.  
Colour Pixel Images can also be saved at 304dpi in RGB mode and saved as JPG.  
(Photoshop or Photopaint only documents)  
Greyscale Pixel Images to be saved at 304dpi in Greyscale mode. Save as TIF.  
Mono Pixel Images to be saved at 600/800dpi in Lineart mode. Save as TIF.