



## Guidelines for the supply and identification of digital files.

### Discs

- Should be clearly identified and supplied with a Printout of contents.

### Proofs

- Should be dated.
- List proposed colours to be used.
- State what percentage proof was output.

### Fonts

- All fonts used should be outlined, if this is not possible fonts should be supplied at the time of document supply.

### Colours

- Unused colours, if any, should be deleted from the Swatches pallet prior to saving.
- Do not set 'White' to overprint - Use proper 'White' - not a match colour dragged to zero.

### Pics

- All jpeg and RGB format should be converted to cmyk.
- Placed pics should be within the range of 80% to 120% of the linked file with a resolution of 300ppi.
- Where possible, do not embed the pics.

### Keyline

- The keyline should have a unique Spot colour assigned to it.
- Lines of the keyline should be presented as 'Stroke' and not 'Fill'. This will allow easy Import into our Impact CAD system - if required.
- Rename the Spot colour nominated 'KEYLINE' and set to overprint.

### Barcode

- Supply the barcode number and indicate area position.
- 29.83mm is the minimum width for barcodes including 'white space'.

### Bleeds

- Ensure adequate bleeds over knives (optimum 2.5mm).
- Ensure ink/varnish-free areas are applied.

### pdf format

- Where pdf 'Print Ready' files are supplied, ensure the keyline is set to overprint and, excluding 'Keyline' colour, only printing colours are present.

### FTP

- If transfer to our ftp site is required please contact our Sales Representative or Customer Service for access details.