SUPPLYING ARTWORK TO **KEN GIRVAN** PRINTERS

Accepted file formats and media types

Files can be accepted in the following formats and we are happy for you to ring us if you are in any doubt. Any amendments we have to make to supplied artwork will be chargeable.

Graphics files can be accepted in the following formats:

ADOBE PHOTOSHOP (CS2 SUITE OR LOWER - MAC)
ADOBE ILLUSTRATOR (CS2 SUITE OR LOWER)

Please note: All formats should be flattened with no layers wherever possible.
TIFF format
EPS format (all fonts must be embedded or converted to paths)
JPEG format
Bitmap format

Resolution for halftones to be minimum 300dpi, lineart minimum 800dpi.

All multi colour images to be saved as CMYK process separation or the relevant pantone matching system colours
Any files supplied from the web are generally optimised for speed, NOT QUALITY, Please check before submitting.

NO RGB FILES
NO JPEG ENCODING FILES
NO LZW COMPRESSION

PDF files:

Adobe Acrobat PDF - all images and fonts must be embedded,
Minimum resolution for halftones is 300dpi, lineart 800dpi
The file should be print optimised, with atleast 2mm bleed, registration marks, trapping, to 'press' specification.
Please note: All PDF's should be flattened with no layers

DTP Packages:

QUARKXPRESS (mac: 4 - 6.52) (win: 4.0)
When supplying from Quark please 'collect for output' including fonts.

Please do not use the modifier palette with type (e.g. bold, italic, underline etc.) as we cannot guarantee the output from devices. Use the individual postscript fonts where possible to avoid this.

INDESIGN (mac)
When supplying from Indesign please collect for output using the 'package' command including fonts.

Please do not use the modifier palette with type (e.g. bold, italic, underline etc.) as we cannot guarantee the output from devices. Use the individual postscript fonts where possible to avoid this.

Microsoft Packages:

MICROSOFT PUBLISHER (win)
When supplying from Publisher please collect for output using the 'Pack and go'command including fonts for printer/bureau.

WORD 97/2000 (win):
Please supply the images used in your document separately with your document.
All images should be supplied separately in either tif, eps or jpeg formats accompanied by a hard copy of your job) example: layout.doc + pic.jpg/pic.tif ...etc.

EXCEL (win):
Please ensure data is clean and usable before submitting

ACCESS (win):
Please ensure database is checked, clean and usable before submitting

POWERPOINT (win):
Please check with studio staff before submitting

Other packages/file types

FREEHAND/COREL DRAW (convert text to curves and export as an EPS)

PAGEMAKER (export as an EPS)

We accept the following media types

Floppy disk, Zip disk, CD, DVD, SD Cards and USB Drives

We recommend only submitting emails of up to 3mb in file size, thereafter supplied on disc.

**If you have any queries about Artwork specification
please call the Studio on 01733 562372 or email admin@kengirvan.co.uk**

Our hours of business are 8.00am-5.30pm Monday-Friday.

Please note: Due to compatibility issues between PC and Macintosh systems it may not be possible for us to reproduce the exact fonts that you may have used. If this is the case we will try to match them as closely as we can.

We can offer a proofing service either by paper copy or electronically.
All you need to view this file is Adobe Acrobat Reader, this can be downloaded for free
from www.adobe.com/products/acrobat/readstep.html