

## File Saving Guidelines

- We accept most of the common software packages Quark Express, Adobe Illustrator, Photoshop or Freehand but please check the version currently in use.
- Work at 25% of finished size and do not split pop up drops across different pages. Create the whole thing on one page. We will cut it into strips at the printing stage. (This ensures accurate butts across the panels.)
- Save all files as CMYK and blacks/white images as 60% Cyan, 60% Magenta, 60% Yellow, 100% Black. (This ensures a solid black.)
- Save all image files as .tif or .eps.
- The scanning dpi depends on the size of the original and the size of the output. As a guide aim for around 100dpi at finished output size. The finished file size should be around 100Mb for 4 drop pop ups and 30Mb for roller posters. Anything significantly larger is wasted information or smaller will see degradation in image quality.
- Include all fonts used. (We will only use them to print your work.)
- Any vector eps files such as Illustrator or freehand logos should fill an A4 page or curves can appear as stepped lines.
- Save to either CD, Jaz or Zip disk.
- Include a visual, colour if possible.
- Please avoid using any compression programmes, apart from JPEG.
- Any queries please do not hesitate to telephone 01494 465212.

Please include a colour hard copy of your design with the disk reference, when posting.

Current Software Versions:-

- Quark Express version 4.1
- Adobe Photoshop version 5
- Adobe Illustrator version 9
- Macromedia version 9

If artwork was created in a later version please back save to the version above.



EXHIBITION  
DISPLAY  
EQUIPMENT  
& SERVICES

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