

## File Delivery Method

Digital files can be supplied on the following:

**CD/DVD:** TFI 245a Burlington Road New Malden  
Surrey KT3 4NE

**ISDN:** ++44 (0)20 8336 1749

**email:** Please 'stuff' your folder and use our  
'iPrint' service via our web site:  
[www.firstinput.com](http://www.firstinput.com)  
rob@firstinput.com ( sales & enquiries )

**thefirstinput**

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On-Line file uploading via  
our web site.

## File Formats for Litho or Digital print.

### QUARK EXPRESS: Versions 5 / 6

Please use the 'collect for output' facility ensuring all high-res images and printer fonts are included with your artwork files. All high-res images to be saved as eps or tiff's converted to **CMYK** unless Photoshop DCS for 5th or 6th colour printing. For multi page leaflets or brochures, each file must be supplied in single page format with 3mm bleed. ( do not supply Quark files in spreads )

### PDF:

Our PDF distiller setting is available from our web site. [www.firstinput.com](http://www.firstinput.com)  
Please use this when making PDF files to send to us. Ensure you have 3mm bleed on all pages and that your registration setting is on set at 9pt or 3mm. **Please allow us to impose your document.**  
Supply one PDF file with each page as a separate element within it. ( see 'artwork guidelines' below )

### ILLUSTRATOR / CS ( Not CS2 ) / PAGEMAKER / IN DESIGN:

We support Illustrator 10/CS and Freehand 10. For general print, please convert your text to paths or outlines and save each page as an eps. Call for clarification. For proofing / posters, either convert text to paths or supply the screen and printer fonts. 'In Design' 2 is now accepted.

### IMAGES:

Images should be set for **CMYK** separation and saved as eps or tiff files unless in Photoshop DCS format. We recommend your picture file resolution to be not less than 300dpi with text being no less than 1200dpi. Our recommended image enlargement factor is 140%.

**Do not save images as JPEG's or in RGB**

### ARTWORK GUIDELINES:

Please make the first page ( cover ) of your document page 1 in your artwork file. The back page should be the last page within your file. This enables us to impose it the way **we** need to. Our standard page bleed to allow for variations in folding and trimming is 3mm all round. Trim marks should be included but must not intrude in to the bleed area. Please ensure that all elements of the page appear entirely within the trimmed page size. Our Litho print is run at a standard 200 screen.

### GENERAL:

**The above guidelines are for your benefit and help us to minimise our costs when producing your work. If you would like help in producing your artwork to the correct specification, please contact us about our artwork services and fees.**

**There will be an artwork charge for files not set up correctly and print ready.**

### DIGITAL PROOFS:

All quoted print work includes a proof produced on our Digital Press. Should you require PDF, Agfa or litho wet proofs, please inform us.