

File Delivery Method

thefirstinput

Digital files can be supplied on the following:

CD: 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
rob@firstinput.com (sales & enquiries)

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On-Line file uploading via
our web site.

Making a PDF file for print quality reproduction.

BEFORE YOU START.

Download our distiller setting from our web site and place it in your distiller settings folder.
Open Acrobat distiller and choose the 'TFI Pass for Press'. option then close the programme.
Please note our artwork guidelines below.

FROM QUARK EXPRESS: Versions 5 / 6

While your file is open with all fonts and pictures loaded, select the 'Export' section under 'File' and proceed on to the 'Document as PDF' section. This will bring up a window where you can name your file and make other choices. Name your file and then click on options. A new window will open where you should ensure that :

1. **Printer description is set to (Acrobat Distiller)**
2. **Colour Output should be set to (Composite - CMYK)**
3. **Registration should be ON with offset set to 9pt**
4. **Bleed should be set to Symetric at 3mm**
5. **Do not change any other settings and then click OK.**

Back in your first window, click 'Save' to save your PDF to your chosen location. This will then start the postscript part of the process which will then automatically launch Distiller. The 'TFI Pass for Press' option you have loaded previously within your distiller settings folder will also automatically launch. Your PDF file has been made.

FROM ILLUSTRATOR / PAGEMAKER:

We support Illustrator 10 and Freehand 10 and some PC formats. If in doubt on any matter, please call for clarification. As with the above, your printer and postscript fonts must be included unless converted to paths. 'In Design' 2 is now accepted.

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 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.

IMAGES:

Images should be set for CMYK separations 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

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.