

GUIDELINES FOR SUPPLYING ARTWORK TO WPG

MAC:

When emailing please compress your files:

Quark - Supply fonts and images
Photoshop CS - At least 300dpi. As JPEG or TIFF
Illustrator CS - Fonts converted to outlines
Indesign CS - Supply fonts and images
Press Ready PDF - Fonts embedded

PC:

When emailing please zip your files:

CorelDRAW - Fonts converted to curves
Publisher / Word - Please phone and ask our design team first for advice

FILES SIZES

- Artwork under 4MB can be sent via email as a PDF.
- Artwork over 4MB can be burnt onto CD or uploaded onto our FTP site.
- Please let us know when you have sent artwork in any format so that we are aware to expect it.

PLEASE REMEMBER:

- 1) The fonts will need to be embedded in a PDF file, or Saved as Curves. Images should ideally be at least 300dpi for the best result.
- 2) Please save your artwork as a CMYK file or / and Pantone colours before converting it to a PDF (no RGB files). Any queries in how to do this please ask one of our designers for advice.
- 3) We cannot change PDF's once they have been received, please ensure all information is complete when we receive it, otherwise it will be returned to you, to amend and re-supply.
- 4) Save your artwork in pages not spreads and at the correct page size ie: A4 = A4, A3 = A3, A2 = A2 etc. (Size of artwork to be the actual size of finished print unless there is bleed). Again please ask.
- 5) Where relevant if the design runs off the edge/s of the artwork we will need all bleeds showing at a minimum of 3mm and crop marks also showing on your artwork, no keylines. Please ask our pre-press team for help if you are uncertain about this.
- 6) UV to be supplied as a separate page/file with the area that is to be UV'd shown as a solid, placed in the correct position and specified in the file as the UV file. Again please ask if you have a query.
- 7) If you are supplying the artwork as a third party (as a designer/agency for example) please let us know which job or customer the artwork is for, so that we can put it to the correct job as soon as we receive it.



General Phone: 01938 552260

General Fax: 01938 554096

SENDING ARTWORK FILES BY EMAIL OR UPLOADING ONTO OUR FTP SITE

Send any sized files by post on a CD or where feasible you can ask your Rep if they can collect a CD from you direct.

If your artwork is larger than 4MB you can use our FTP site server to upload your files and images. Please contact us on 01938 552260 to request an account for our FTP site. We will set up a username and password for your company and forward instructions to you regarding your account.
