



**PC  
USERS**

## SOFTWARE LIST

We can accept files supplied for the following software:-

Microsoft Word 2003 - .doc (Word Document) and .rtf (Rich Text Format) only  
Microsoft Excel 2003 - .xls (Excel Spreadsheet)  
Microsoft Powerpoint 2003 - .ppt (Powerpoint Native File)  
Microsoft Publisher 2003 - .pub (Publisher Native File)  
Microsoft Works 8 - .wps (Works Word Processor)  
CorelDraw 9 - .cdr (CorelDraw native file)

.PDF and most other common graphic file types (.tif, .jpg, .gif etc.) are also acceptable, though we reserve the right to charge for any extra work that may be required if we feel the supplied files fall below the specifications given below or require converting into spot colour separations.

ANY OTHER FILE TYPES ARE NOT SUPPORTED. We reserve the right not to accept any files not covered by the above list. If you have any queries, please speak to our Pre-Press Department who will be happy to help.

Graphic files embedded in Word, Publisher etc documents must have been imported/scanned at a resolution of at least 300dpi for colour / black and white photos and 600dpi for lineart images. We will not be held responsible for the results obtained on the press for any images scanned at a lower resolution than that stated above. If in doubt we will be happy to advise.

Any images taken with a digital camera must be supplied on the disk format stated below - at the moment we do not support digital camera memory cards. We would also advise that any images taken should be at the highest quality settings for your camera.

We would prefer that any files that use any unusual fonts that we may not have on our system should be supplied also. If you cannot supply fonts, for whatever reason, we will substitute where possible the font with the closest match and we will request that you see a proof to verify acceptability.

Where possible we would prefer at all times to receive a hard copy of the files being handed off to us to ensure that the results we obtain are what you are expecting.

Files are acceptable on 3.5" Floppy, CD-ROM, DVD-ROM and ZIP 100 disks only. If you plan to e-mail any files to us that are greater than 10MB in total, it would be courteous to call us in advance to let us know.

At the moment we do not support digital camera memory cards.

**FREEPHONE: 0800 6888991 or email: [enquiries@a1printers.co.uk](mailto:enquiries@a1printers.co.uk)**



# MAC USERS

The preferred file format is a QuarkXPress 4.11 document with all fonts and images supplied with it.

If the job is in spot colour, all spot colours should be clearly defined as such.

If the job is in CMYK process, all CMYK process colours should also be clearly defined to prevent any unexpected results on the press. Any files supplied with spot colours intended to be full colour will be converted to the nearest CMYK process colour regardless of results.

All IMAGES supplied with a Quark file that is going to be printed in full colour should be in CMYK format so that there are no unexpected results when RGB files are converted to CMYK. All spot colour images used in a Quark file must have clearly defined separations.

All FONTS must be supplied with a Quark file.

PDF files are usually only acceptable for CMYK process jobs. Any spot colours that are intended to be used as such should be clearly defined when the PDF is imported into QuarkXPress.

TIF, JPEG and GIF files are acceptable provided that they have been originated at at least 300dpi, preferably 600dpi and preferably at the size the job is to be printed.

Adobe InDesign 2.0.2 files are acceptable though they will be converted to PDF file format and output through QuarkXPress.

## SOFTWARE LIST

Adobe Illustrator 9.0

Adobe InDesign 2.0.2

Adobe Photoshop 6.0.1

QuarkXPress 4.11

Macromedia Freehand 9.0.1

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