

## File Preparation Guide

**Artwork can be supplied on the following media types:**  
CD, DVD, FTP and email ([studio@graphique.co.uk](mailto:studio@graphique.co.uk)).

**All artwork must be CMYK.** Please call 01208 264600 for further advice on artwork preparation.

### Quark Xpress Artwork



Layouts created in Quark should have all associated and linked files included, as well as all fonts, (this will be done when collecting the job for print). The layout should have a minimum of 3mm bleed all around the document. All images linked to the document should be no less than 300dpi, preferably 400dpi, CMYK and no less than 25% of the actual print size. Any jobs with a finished print size larger than quark allows to export should be supplied at 25% size.

### InDesign Artwork



Layouts created in InDesign should have all associated and linked files included, as well as all fonts, (this will be done when packaging the job for print). The layout should have a minimum of 3mm bleed all around the document. All images linked to the document should be no less than 300dpi, preferably 400dpi, CMYK and no less than 25% of the actual print size. Any jobs with a finished print size larger than InDesign allows to export should be supplied at 25% size.

### Photoshop tif and eps files



Photoshop Tiff and Eps files should be no less than 300dpi, preferably 400dpi, CMYK and no less than 25% of the actual print size. Tif files should be saved to Apple mac format.

### Illustrator and Freehand files



Placed images within Illustrator and Freehand files should be no less than 300dpi, preferably 400dpi, CMYK and no less than 25% of the actual print size. Please **ensure all fonts are turned to outline** or converted to paths. **If using Transparency filter please make sure the artwork is flattened to a high resolution.**

### PDF Files



When supplying PDF files please ensure all fonts are embedded or turned to outline, please make sure all all colours and images placed are CMYK, 300dpi. Please supply 100% final out put size and should be Distilled using PRESS setting. **If using Transparency filters please make sure the artwork is flattened to a high resolution.** Failure to flatten transparencies may result in inaccurate print results which will incur extra costs.

### Flattening Transparencies



All transparency effects (*e.g blending modes, drop shadows, gradients and transparent effects*) in Adobe Creative Suite should be flattened prior to printing as hi-res PDFs. Flattening divides transparent artwork into vector-based areas and rasterized areas. Should you have any transparency areas that interact with spot colours within your artwork then your file should be rasterized & flattened in photoshop as a cmyk file and saved out as a photoshop PDF. **GMS cannot accept responsibility for final output of any PDFs received without flattened transparencies.**

### Proofs

If artwork is supplied without proofs, Graphique Media Solutions cannot be held responsible for any error that may occur regarding fonts, missing pictures or colour differences.

**Failure to follow these guides may result in poor quality outputs and will incur extra costs.**

# Transparency Flattening Guide

All transparency effects (e.g *blending modes, drop shadows, gradients and transparent effects*) in Adobe Creative Suite should be flattened prior to printing as hi-res PDFs. Flattening divides transparent artwork into vector-based areas and rasterized areas. Should you have any transparency areas that interact with spot colours within your artwork then your file should be rasterized & flattened in photoshop as a cmyk file and saved out as a photoshop PDF. GMS cannot accept responsibility for final output of any PDFs received without flattened transparencies.

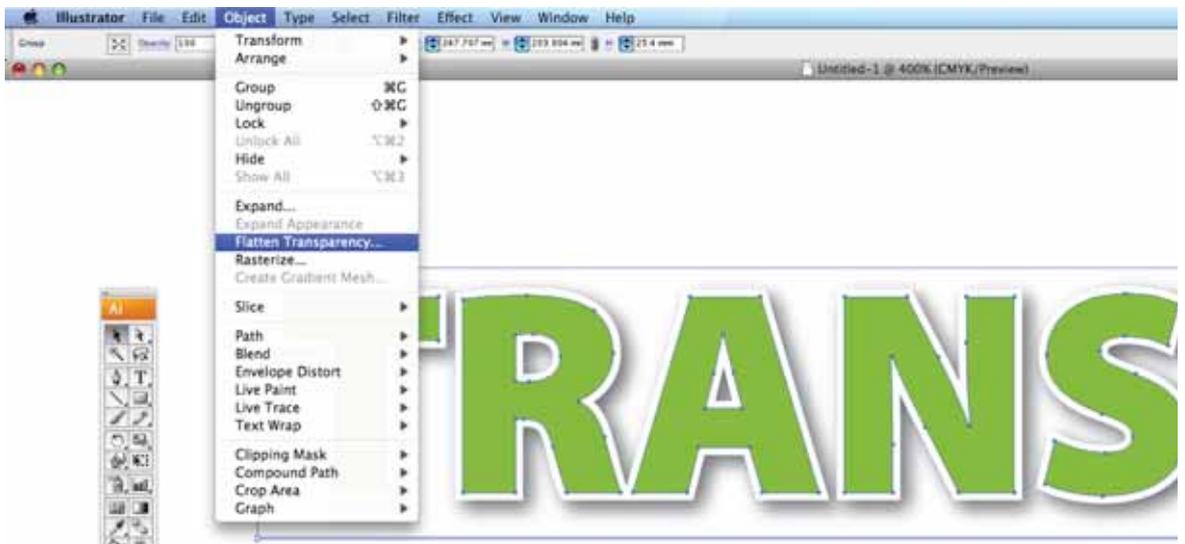
## Flattened Transparencies in Adobe Illustrator

1

Select all transparency objects within your artwork.

Select Object > Flatten Transparency

Note: Transparency flattening cannot be undone after the file is saved.



2

Ensure the preset is set to High Resolution as shown.



3

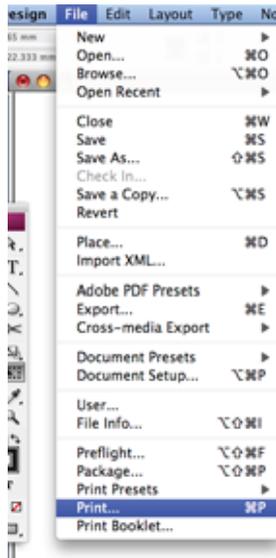
Save your final artwork as a hi-res PDF. File > Save as





1

All final PDF's should not be exported from InDesign. Instead they should be saved using the File > Print feature.



2

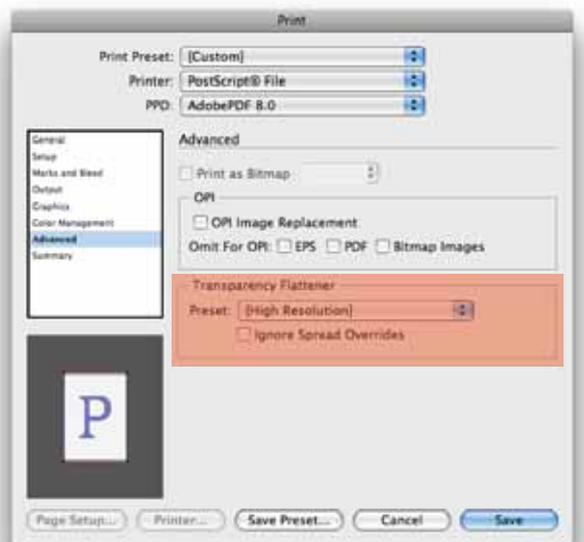
Ensure the printer is set to Postscript file. this will print a .ps file for distilling.

**Note:** In some older versions of InDesign you will find this feature in the Printer options at the bottom



3

Use the dialogue boxes to specify your output settings including final document size, page orientation, bleed and crop marks.



4

If the artwork contains objects with transparency features that you added using the Transparency panel or the Drop Shadow or Feather commands, the transparent artwork will be flattened according to settings in the flattener preset you choose. **Set this preset to High Resolution** for final press output.

5

Your postscript (.ps) file should be **put through distiller using press quality** to create your final PDF. Ensure your press quality setting is set to "leave colour unchanged" (settings > edit adobe pdf settings > colour)

