

FILE FORMATS

- ✦ Finsbury's preferred file format for completed work is **Acrobat PDF**. Our workflow system is based on Adobe's PDF format which has many advantages, such as embedding of fonts, images, etc. We can either supply you with our preferred Acrobat Distiller settings, or we can provide on-site training in producing high resolution PDF files suitable for the printing process.

Alternatively, for files that are incomplete or require construction / manipulation by Finsbury we are able to accept **QuarkXPress** (Mac & PC), **InDesign** (Mac & PC), **PageMaker** (Mac & PC), **FreeHand** (Mac & PC), **Illustrator** (Mac & PC) and **PhotoShop** (Mac & PC) files. Other file formats such as **CorelDraw** (PC), **MS Publisher** (PC) and **MS Word** (Mac & PC) can also be output, however these applications do not always produce consistent output results.

If the application you are using is not listed here, please contact Finsbury with regard to exporting your document to PostScript or PDF format.

DOCUMENT

- ✦ Ensure that your document page sizes are the correct size for output.
- ✦ Include all attached files (EPS, TIFF, etc) that are required to process your files. We suggest using "collect for output" from Xpress or Freehand.
- ✦ Bleed on all documents should be set to 3mm.
- ✦ Supply digital files to us unimposed (ie as a multiple page document(s)), as our workflow system enables automated impositioning to the correct specifications.
- ✦ Do not use the hairline width for strokes or lines, as the lines will image at 1 pixel wide on our CTP unit. We recommend using 0.25pt for fine keylines to produce a good printed result.
- ✦ Always send laser prints (preferably colour) of your digital file to Finsbury with your disk.

FONTS

- ✦ Embedding your fonts within a PostScript or PDF file is the best way to ensure accurate reproduction of your job. However, if sending native files to Finsbury (eg Xpress files etc, not PDF or PostScript), ensure that you supply the fonts used. Although Finsbury owns the license to the complete Linotype Gold font collection consisting of over 5,000 fonts, different versions of the same font may behave differently causing unwanted line turnovers, etc.
- ✦ When sending fonts, be sure to send both screen and printer fonts (unless they are True Type fonts).
- ✦ **IMPORTANT:** If at all possible, don't use electronic commands on fonts (Bold, Italic or Bold Italic etc). Even though the font may view on screen correctly, it may not print correctly. Always use the correct variation from your font menu where possible.

IMAGES

- ✦ The optimum resolution for greyscale or colour images is 300dpi at full size, and 1200dpi for bitmap line scans. Enlarging images over 130% within your page creation application will reduce image quality. If this is a problem the image may require rescanning to meet the required size.
- ✦ When placing tiff colour or greyscale images we recommend filling the picture box with white, to avoid any image corruptions when output.
- ✦ Don't use multiple file DCS images unless absolutely necessary. They are not compatible with our composite PDF based workflow system. We can, however, still use these files – please let us know if you have used them.

COLOURS

- ✎ Ensure that spot colour names in supporting applications (Freehand, Illustrator, PhotoShop) exactly match those in your page layout application.
- ✎ Don't use RGB or indexed colour images / graphics in your files as they do not output separations correctly. If these colour spaces are used please notify Finsbury so that we can adjust the files to meet the print requirements.
- ✎ Discard any unused colours from within your document and supporting files to avoid confusion.

TRAPPING

- ✎ Trapping files can be a complex and difficult task. Finsbury's PDF based workflow system provides automated trapping of the highest quality. If your document contains specific overprints etc as a design feature, please indicate this on your laser proofs when sending your job to Finsbury