

cypher FACT SHEET

MINIMUM SOFTWARE & ARTWORK REQUIREMENTS

PrePress Software: Minimum requirements

These are the minimum requirements that need to be supplied for us to be able to process your artwork successfully for printing. Please read this in conjunction with our Artwork Guidelines for Digital Print or Large Format Print for how to actually setup your files.

We can usually obtain results if you do not include everything we request - however it will take longer and may incur extra costs.

Quark Xpress or Adobe InDesign (any versions)

1. Quark or InDesign file - page setup with 3mm bleed
2. Inkjet or laser Proof (NOT a PDF*)
3. All Fonts used in the document
4. Imported 300dpi CMYK TIF images & EPS graphics

Use 'Collect for output' or 'Package' to ensure everything we need is saved into one folder. Select option to include the fonts as well.

Adobe Photoshop (any version)

If possible we recommend importing into Quark or InDesign as this avoids potential page size problems. If not, then as follows:

1. CMYK TIF file with 3mm bleed (do not send PSD files as we have to open and export these as TIF anyway). File must be at least 300dpi at 100%, (600dpi recommended if any small text)
2. Inkjet or laser Proof (NOT a PDF*)

CMYK JPG files are also acceptable as a second choice.

BUT quality will be poorer than TIF especially if compression settings are adjusted to make the file smaller.

Adobe Illustrator (any version, but avoid v9)

If possible we recommend importing into Quark or InDesign as this avoids potential page size problems. If not, then as follows:

1. Must be saved as EPS format with 3mm bleed (please do not send the original Illustrator file as we have to open and export these as EPS anyway)
2. All typefaces converted to outlines, if not; all fonts required
3. Imported 300dpi CMYK images should be linked and NOT embedded** and originals included on disk
4. Inkjet or laser Proof (NOT a PDF*)

Macromedia Freehand (any version up to MX)

If possible we recommend importing into Quark or InDesign as this avoids potential page size problems. If not, then as follows:

1. Must be saved as EPS format (do not send the original Freehand file as we have to open and export these as EPS anyway*)
2. All typefaces converted to outlines, if not; all fonts required
3. Imported 300dpi CMYK images should be linked and NOT embedded** and originals included on disk
4. Inkjet or laser Proof (NOT a PDF*)

Adobe Acrobat

1. Original PDF file with 3mm bleed if required. This MUST be distilled to 'Press Optimised' setting with all fonts embedded. All images must have been originally 300dpi and CMYK
2. Inkjet or laser Proof (NOT a PDF*)

Microsoft Word

1. Original Word File – no bleed allowed as it's not possible, unless you create a file 2mm bigger all round to allow for it eg A4 plus 4mm would be 214mm x 301mm
2. Inkjet or laser Proof (NOT a PDF*)
3. All Fonts used in the document
4. Imported 300dpi CMYK TIF images & EPS graphics
NB Please be aware that Microsoft clipart images or anything 'copied & pasted' can be very low quality
Work accepted subject to sight of files.

Microsoft Powerpoint

1. Original Powerpoint File – no bleed allowed as it's not possible, unless you create a file 2mm bigger all round to allow for it eg A4 plus 4mm would be 214mm x 301mm
2. Inkjet or laser Proof (NOT a PDF*)
3. All Fonts used in the document
4. Imported 300dpi CMYK TIF images & EPS graphics
NB Please be aware that Microsoft clipart images or anything 'copied & pasted' can be very low quality
Work accepted subject to sight of files.

Microsoft Publisher

1. Original Publisher File with 3mm bleed
2. Inkjet or laser Proof (NOT a PDF*)
3. All Fonts used in the document
4. Imported 300dpi CMYK TIF images & EPS graphics
NB Please be aware that Microsoft clipart images or anything 'copied & pasted' can be very low quality
Work accepted subject to sight of files.

Adobe Pagemaker (v6 or 6.5)

1. Pagemaker file with 3mm bleed
2. Inkjet or laser Proof (NOT a PDF*)
3. All Fonts used in the document
4. Imported 300dpi CMYK TIF images & EPS graphics
Do not embed any images**

Coreldraw (any version)

Due to known problems we require a two types of formats in the hope that one will be acceptable to print - these are:

1. EPS with TIF preview and AI (adobe illustrator)
2. All fonts MUST be converted to outlines/curves
3. Inkjet or laser Proof (NOT a PDF*)
4. Imported 300dpi CMYK TIF images & EPS graphics
Do not embed any images**

**If there is not time to send or fax a proof we will accept a PDF proof but will not accept responsibility for any typeface inconsistencies.*

***Because of the files sizes this creates prepress takes longer than normal which slows down production and could incur extra costs.*

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Software packages not fully supported

Unfortunately we DO NOT support any of the following packages in their native formats. However in some cases we can accept exported versions, and in all cases can accept files converted to Adobe Acrobat PDF format. NB You will need to have purchased the full version of Adobe Acrobat not just the free Acrobat Reader:

If you plan to prepare artwork for high quality commercial digital print yourself on a regular basis it is usually worth purchasing an industry standard DTP package such as:

Quark Xpress or Adobe InDesign for all work but especially multi-page documents eg brochures and leaflets.

Or Adobe Illustrator, Macromedia Freehand or Adobe Photoshop for single page work such as flyers and posters.

Alternatively please contact us on 015395 63433 for a quote to produce your artwork to industry standards by re-laying out your existing files into Quark Xpress.

Macromedia FireWorks

This is for low resolution website files and cannot export files at a high enough quality for commercial printing

Serif PagePlus

This is a home use package only. Save as a PDF if you have a full copy of Adobe Acrobat.***

Corel Printhouse

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***

Lotus 123

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***

Lotus Notes

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***

Framemaker

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***

WordPerfect

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***
Or try saving in MS Word format - see MS Word rules on the front of this factsheet.

AmiPro

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***
Or try saving in MS Word format - see MS Word rules on the front of this factsheet.

Microsoft Project

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***

Microsoft Works

Is not compatible with our printers. Save as a PDF if you have a full copy of Adobe Acrobat.***
Or try saving in MS Word format - see MS Word rules on the front of this factsheet.

Autocad

Try exporting in various formats and we will test - we cannot guarantee a result as in our experience some files print while others do not - we cannot agree any timescales until we have tested your files.

Any other 3D software in native format

Most will export as TIF, JPG or EPS format these days. If possible as a final check open your exported files into Photoshop or PhotoPaint and ensure files are converted to CMYK and NOT RGB colours and are of high enough resolution ie 300dpi at size required.

ClarisWorks/AppleWorks

We can no longer accept ClarisWorks or AppleWorks files. Save as a PDF if you have a full copy of Adobe Acrobat.***

Other software packages not listed

There are many other packages available and the ranges and versions available changes constantly. If your software package is not listed or if you have any queries about the compatibility of your files or our exact requirements please do not hesitate to contact us.

We would much rather offer you free advice BEFORE printing your files to avoid any disappointment and unexpected costs later!

All files are accepted subject to sight. If we decide that any files are not acceptable once we have had chance to check them we would advise you and discuss any options. We reserve the right not to accept files that do not meet our standards

***NB You will need to have purchased the full version of Acrobat not just the free Acrobat Reader.

Apple Mac Users can 'save as PDF' via the print dialog box even if they do not have a full copy of Acrobat. However this does not embed the fonts or guarantee a press optimised file so we recommend a proof is enclosed with your order for us to check against.