

TIPS

Fonts

If you are supplying a document to be printed in a format other than PDF or EPS it may be necessary to include all fonts used.

Images

If you are supplying a document to be printed in a format other than PDF or EPS you must include all images used. If you do not supply the actual graphic file, the computer will only read the screen display image, which is a low resolution representation of the graphic file. The end result will be an inferior quality reproduction.

Web Images

Contrary to popular belief, the internet should not be used as the world's largest supplier of clip-art. Most images on the internet (.gif, .jpg) are too low in resolution for quality printing, and may also be copyright protected.

Working With Colour

If the final printed product is going to be full-colour, all colour-related components of your document must be set for CMYK printing. This includes selected PMS colours as well as all graphic images.