

## Digital File Formats for Graphic Reproduction

In order that graphic panels are produced at the best possible quality the following guidelines should be followed:

### Final Artwork

Files should be set up as ¼ size to the final panel size with bleed and sent as either;

1. Adobe Illustrator EPS file with all fonts outlined
2. Adobe Acrobat Hi-res print ready PDF file
3. Adobe Photoshop flattened PSD file
4. TIFF file (without LZW compression)
5. JPEG file (Compression between 9 & 12)

If QuarkXpress or In Design files are to be sent please ensure that the disc contains all relevant fonts, logos and images

### Company Logos

The logos should be sent in the following formats with a minimum image size of 130mm square or A5 at 300 dpi. Depending on how they were originally created, the best options are 1 & 2.

1. Adobe Illustrator EPS file with all fonts outlined
2. Adobe Photoshop layered PSD file,
3. TIFF file (without LZW compression)
4. JPEG file (Compression between 9 & 12)

Logos sent as PDF, Word or small JPEG files (eg 100-200K) will **not reproduce** correctly within normal sized display panels. GIF, TGA, PNG and BMP files grabbed from websites are too poor quality to use for graphic panels.

### Photographic Images

Original images should be supplied in a digital format from either hi-res cameras or scanners.

Minimum image size of 130mm square or A5 at 300 dpi, saved as

1. TIFF file (without LZW compression),
2. JPEG file (Compression between 9 & 12)

If you are unsure about these formats please contact our production department on the above number or alternatively ask your designer to give us a call to discuss matters further.

Files should be sent by email to the relevant contact at Mills Media with a maximum size of 30Mb or alternatively on CD or DVD to the above address. For larger files sizes please use our FTP server (details from your relevant contact) or third party servers such as <http://www.dropbox.com>, <http://www.transferbigfiles.com> or <http://www.sendspace.com>

