

# Checklist for supplying digital data

## PRINT MEDIA

**To ensure a speedy and unproblematic handling of your data please supply hi-res pdfs**

### Data Format

PDF/X3 (Format 1.3 - Acrobat 4)  
Please include register marks and 3mm bleed

*Please preferably create PDFs via PS file/Distiller*

*Note: Film exposure errors often occur when pdfs are created (exported) directly from InDesign, PhotoShop, Illustrator or QuarkXPress!*

### Document Size

cut end format, bleed 3 mm  
multiple page documents with correct page numbers  
as individual pages (not double pages)

### Input Media

CD-ROM, Upload onto FTP Server OK Media

*(Please ensure files are compressed before uploading)*

*Please ask for your access code*

### Colour Check

colour proof  
b/w laser print / color print  
provide proofs/print in original size

**When providing open files please note the following:  
All elements must be assembled in a layout document**

### Document

main document  
all images/EPS/graphics  
all fonts (including those of EPS)  
fonts should be vectored  
indicate non-standard colours with pantone or HKS  
reference  
delete any colours that are not used

### Images

TIFF or EPS (EPS **Binär** - not JPEG)  
Colour images in CMYK  
*resolution*  
colour and greyscale                      300 dpi  
line art    1200 dpi  
*without screen definitions or colour profiles*

### Programmes used Mac/PC

QuarkXPress 6, InDesign CS4, Illustrator CS4, PhotoShop CS4, Freehand MX

### Contact

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