



File supply guidelines

The following guidelines will assist you in preparing your electronic files for digital submission. If you need any additional assistance or information please don't hesitate to contact your sales representative or simply give us a call on (03) 488 4770.

Electronic Delivery

You can send files directly to us via email or FTP. If the finished file is larger than 5mb we recommend you send it via FTP or on disk. Email artwork to prepress@taieriprint.co.nz. Larger files can be uploaded directly to our FTP server. Simply contact our prepress team for your login and password information and submit your file via the upload page on our website or login with supplied details to <ftp.taieriprint.co.nz> using your own FTP client.

Disk Delivery

We accept most common disk formats, if you don't find your preferred format below please call us to determine compatibility.

- Floppy/Zip
- CD/DVD

Preferred Formats

Where a supplied file requires no modification (other than imposition) we prefer these formats:

- PDF (Download Distiller settings)
- EPS

Please ensure all settings are configured for high resolution output and any fonts or images are either embedded or supplied.

Native Formats

Sending files in a native application format is recommended only when a file's editability will streamline the final editing process. If you don't find your particular program listed below please call us to determine compatibility.

- Adobe CS3
- Pagemaker 7
- Freehand MX
- QuarkXpress 5.01
- CorelDRAW X3

Required with File

- Include or embed all EPS and TIFF files necessary for file output.
- Please supply hard-copy, lasers, or colour lasers of the files so we have a reference to ensure that everything appears correctly.
- All fonts, both screen and printer fonts, including those used in EPS files.
- Indicate whether materials are final or whether you are expecting work to be done by us.
- Remove any files that are not necessary.
- Before sending us your files, please make back up copies of all relevant files.

Graphics & Colours

- Please use TIFF and EPS graphics in layouts with a preferred resolution of 300dpi at 100% ensuring all full colour graphics are CMYK not RGB. B&W lineart images should have a preferred resolution of 1200dpi at 100%.
- Spot colours must be specified from a PMS (Pantone Matching System) swatch book.
- Index colour is not acceptable.
- Eliminate all unnecessary colours in files by deleting them from the colour palette.
- Vector graphics (Illustrator, InDesign & Freehand) should have fonts included in supporting folders or converted to paths.
- Where an image, graduation or colour is printed to the edge of the paper, we require 3mm additional image bleed beyond the finished size of the job.