

How to Present Digital Files for Copying or Printing

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Introduction To Digital Files

Many people now have the facility to produce their work in a digital format and then present it to their printer or copy centre for outputting.

As **Action Plan & Print** has no control over this initial process, and in many cases do not even know what the finished product is supposed to look like, it is important to follow some basic guidelines so that you are happy with the end results.

The following guidelines have been put together to help minimise problems with the files that you submit. By far the best approach is to talk to us first, discuss what you want to achieve, the software you intend to use, the timeframe you want to do it in, the budget you have.



Time spent at this point will save you much frustration and wasted time later on. Also, leaving a job to the last minute often means that there is not the time to correct any faults.

People are under pressure, workflows disrupted and the end result can be dissatisfaction to all around. It is a common misconception that files that look OK on your computer will transfer to another system with no problem.

There are many different operating systems, sets of fonts, printer drivers, versions of software packages and, probably most importantly, a wide range of operator skills when it comes to correctly assembling a file for printing.

Establishing good communication with us will help to eliminate many of the problems that currently occur.

We hope this can guide you to help us produce the results you are after!!



Choosing The Right File Type

Choosing the right file type is an important concept for you to understand.

There are many different file types that one can choose from in scanning or taking digital photos.

Listed are a few types and their benefits. As a rule of thumb, the file size will increase in the order in which the file types are listed given the same graphical file.

- **Graphics Interchange File**
.GIF
An extension for graphic files
- **Joint Photographic Experts Group**
.JPEG or .JPG
A universal standard for the digital compression and decompression of still images for use in computer systems
- **Bit - mapped Image**
.BMP
Contains one colour channel
Window favourite file type
- **Tag Image File**
.TIF or .TIFF
Popular bit - map graphic file format
- **Portable Document Format**
.PDF
File format that has captured all the elements of a printed document as an electronic that you can view, navigate, print, or forward to someone else.



Action's Support

- **Programmes we support**

Adobe Reader
Adobe Photoshop
Microsoft Word
Microsoft PowerPoint
Microsoft Excel
Microsoft Publisher

- **Graphic files we support**



Basic Rules

- **Leave adequate printing margins**

Our copiers simply can't print right to the edge of a piece of paper.

Minimum A4 and A3 margins =

Left	3 mm
Right	9 mm
Top	3 mm
Bottom	3 mm

- **Bring or send a proof with your job**

It helps us to have some idea of what it is supposed to look like.

- **Allow plenty of time**

An important step in the process is to check a proof of the finished job carefully before giving the go-ahead on the actual print run.

- **Emailing**

If you are submitting the file via email please advise us by phone to look out for it.

- **Additional Work**

Where we have to do ANY additional work on your files to enable them to print properly a charge will apply.

- **File / Document / Image Size**

If the file is to be A3 or A4 size, please send it through as this appropriate size so we DO NOT have to manipulate it at our end. This will reduce the chances of errors.



Basic Rules Cont.

- **Encapsulated Postscript Files**

If a picture / image is created as an encapsulated postscript file (.eps) in full colour, then we can not print this document in B&W.

This even applies to .eps files inserted into PDF documents!!

- **Full Colour Images**

Full colour images and photos to be printed in 4 - colour process must be prepared in CMYK (not RGB).

- **Fonts**

Try to stick to standards fonts!!

If you are using unusual fonts in your document remember to give us a copy of the fonts on disk or via email.

Thanks, the Team @ Action Plan & Print Ltd.

