

## SCP File Requirements for general work

The Southern Colour Print Prepress team work on Apple Macs using Adobe software and a Kodak PDF workflow.

All of our jobs are taken to PDF stage before plating or printing.

If your job requires no modification whatsoever (other than imposition) we do prefer PDF files supplied to the specifications below. However if your job requires editing or you are unsure about whether your PDF reaches our requirements we recommend sending us the complete native files including all links and fonts.

PDF Specifications:

- 300dpi.
- 3mm Bleed.
- Trim marks.
- Fonts embedded.
- CMYK.
- If spot colours are required, supply the correct PMS colour.
- Black body type needs to be 100% Black only.
- All artwork should be set up at 100% final size required.
- \* PDFs from Microsoft Word or Publisher - Please be aware there may be colour correction, image resolution or font problems with PDFs created from these applications.

Native File Specifications:

- If using Adobe Indesign, please use the "Package" function. This will automatically package all the relevant files.
- Please supply a hard copy.
- All fonts.
- All links.
- Apply 3mm bleed (overlap) to any image that reaches to the trimmed edge of the job.
- Colour photo images are to be 300dpi CMYK.
- Black and white photo images to be 300dpi grayscale.
- Bitmap line art images to be 1200dpi.
- If spot colours are required, supply the correct PMS colour.
- All artwork should be set up at 100% final size required.

Please note:

Scaling up a lower resolution image in resolution or size will not guarantee a better quality image for output.

File Transfer:

- CD
- Memory stick
- Email
- or you can use our FTP Site. Please contact SCP for details.

If you are uploading files can you please email [estimates@scolour.co.nz](mailto:estimates@scolour.co.nz) or phone us to let us know the files you are uploading and their approximate size.

We prefer all files being uploaded to be put into folders and compressed (zipped or stuffed). For security reasons, files are automatically downloaded to a secure server and deleted from our FTP as soon as they are uploaded.

All design and file related questions can be discussed by calling Southern Colour Print and asking for Prepress or emailing [prepress@scolour.co.nz](mailto:prepress@scolour.co.nz).