

# The WARWICK PRINTING Co. Ltd.

## *Quick Guide to Emailing Files for Print Production*

Email your file as an attachment to: [print@warwickprinting.com](mailto:print@warwickprinting.com)

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*We often receive electronic files from our customers that work fine on the equipment on which they are generated. Typically these files print to a desktop printer just fine. - Quite often however files created on a word processor, home or office program will not run to film on our production devices.*

*Please don't hesitate to contact our office if you want to know if your file can be run to film before you spend time making it. 403-327-9576. We hope that this guide will help us serve you better.*

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### **Please specify in your message:**

1. What is the file for.
2. The name of our staff member dealing with your project.
3. The name of the program you have used, the version number, and if Mac or PC format.
4. Who is our contact if we have questions regarding the file.

**Remember to fax us a hard copy of your file at 403-327-4730**

### **Here are a few MUSTS:**

- your file must be in CMYK
- you must include (as separate files)
  - the font files in postscript
  - any graphics, scans or clipart in cmyk only
- graphics should be at 200 PPI Minimum
- remember to pull bleeds  
(images downloaded from the internet or low resolution JPEG's will not print well)  
(Use the above standards when creating your pdf for print as well.)

Your file will **Probably Print Well** if it is made to the above standards in one or more of the following programs:

Quark Express (Mac or PC)	Adobe InDesign (Mac or PC)
Photoshop (Mac or PC)	Adobe Illustrator (Mac or PC)
Adobe Acrobat PDF	Adobe Pagemaker (Mac or PC)

Your file will **Probably Require Us to Remake it or do some Manipulation** if it originates in one of the following programs:

Corel Draw	Microsoft Word
Word Perfect	

**Your file will not work at all if it is made in Microsoft Publisher**, we can however use the hard copy to recreate the Microsoft Publisher files as long as all graphics, scans and any other images are provided as separate tiff or eps files. You also have the option of turning your file into a PDF. Please remember that any PDF file only allows us to print exactly what you have submitted.

**Upon receiving any file** - we will automatically run "Flight Check" which should indicate if the file is ready to run to film or if it requires changes to be made before running to film. While there is no cost to run Flight Check it does require us to load your file and run the program - **this will take some time**. After running flight check we will advise you of the costs involved before fixing any file. If you wish us to fix your file and add the costs to your quotation without contacting you - just tell us in your original message.