

# IPG Printing Specifications

At IPG Print we run a Mac based system using major graphics programs, which gives us the ability to deal with most formats we receive.

A HI-RES PDF is the preferred option with the following requirements:

- All fonts embedded or converted to paths
- All images and logos at correct resolution (no compression)  
Recommended resolution - 300dpi @100%
- Trim marks
- Bleed of 3mm
- If job is to be printed full colour, please ensure colours are CMYK or Spot Colour (not RGB).
- Minor corrections may be able to be made to certain supplied pdf files.  
This is **NOT** always possible and the file may need to be resupplied by the client.

If supplying files in the formats below, please ensure all fonts are supplied OR converted to outlines, all images and logos are supplied, ensuring all images are at least 300dpi at 100%. If fine lines are used in the artwork/design please note that the minimum printable line weight is 0.25pt. A bleed of 3mm is also required on all jobs. The client will be notified of extra charges for the conversion to PDF.

Programs used:

- InDesign CS3
- Illustrator CS3
- Acrobat 8.0
- QuarkXPress 4.1
- QuarkXPress 6.0
- Photoshop CS3
- Freehand MX (10.0)

If files are created in any other format than the ones above please supply as EPS or TIFF format, ensuring fonts are supplied or converted to outlines, and images are correct resolution.

We can accept Word, Excel, Publisher and PowerPoint files that are able to be saved as PDF and used. This is **NOT** the preferred format and often these files are difficult to use and do not always give the best printed result. In such cases the client will be notified of any extra charges that may be incurred.

Files can be supplied on:

- FTP (Full instructions can be found at [www.ipgprint.com.au](http://www.ipgprint.com.au))
  - Go to <ftp://ftp.ipgprint.com.au>
  - Enter your user name
  - Enter your password
  - Hit "Log On"
  - Now Drag and Drop your files into "**ToIPG**". It is important to drop your files into the "**ToIPG**" folder as this will automatically notify IPG Print that your file has been uploaded and are ready for us to download.
  - Please contact IPG on (07) 3817 6200 if you are having any problems!
- Email (if file size is under 10mb)
- CD/DVD
- USB Memory Stick

A hard copy proof, both composite and separated, should be supplied with all files. Proofs will be supplied to the client for final checking as either PDF, Digital or Laser proof.

**Whilst every care is taken ensuring the artwork is correct, it is expressly understood that IPG Print accepts no responsibility for any errors overlooked in the customers checking of their proofs.**