

# SUBMITTING ARTWORK...

## Technical Information

### TEXT COPY

Copy for setting can be supplied in plain text (.txt) or rich text format (.rtf).

### IMAGE FILES (BITMAP)

Images must be supplied in either JPEG (.jpg) or TIFF (.tif) format, at a minimum resolution of 200 pixels per inch at 100% print size.

### GRAPHIC FILES (VECTOR)

Vector graphic files can be supplied in PDF format or as EPS files with fonts embedded or converted to outlines.

### COMPLETE ARTWORK

The *Henley Standard* only accepts completed digital artwork in PDF format, preferably sent via AdFast - see [www.adfast.co.uk](http://www.adfast.co.uk) for details. PDF files can be produced from all software packages with a 'Print' option, either by using Adobe Acrobat Professional, online at <http://createpdf.adobe.com>, or with software from another vendor such as pdf995 (from [www.pdf995.com](http://www.pdf995.com)).

It is a breach of copyright law to accept fonts supplied to us by clients. By using PDF files, fonts are embedded in the PDF file and there is no need to supply font files in addition to the PDF file.

Images must be at a minimum resolution of 200 pixels per inch at 100 per cent print size.

### ACCEPTABLE MEDIA

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