



## Preparing Digital Artwork for Compass Maps

The following guidelines are to help you supply digital artwork to Compass Maps Ltd. If you have any queries please contact us.

### WHAT FORMATS AND PROGRAMS SHOULD I USE?

Files should be in Mac format. The files can be set up in the following programs:

- Adobe Illustrator CS4-CC
- Adobe Indesign CS4-CC
- QuarkXPress 8-9

**Please note: Photoshop files and PDFs are not acceptable.**

**We cannot accept PDFs because we need to add compulsory print and patent information to all files and so require open files for this purpose.**

### HOW SHOULD MY FILES BE LAID OUT?

- To scale in metric according to supplied template measurement PDF.
- In CMYK unless any spot colours are required – please notify us in advance of any spot colours.
- With crop marks.
- Text should be converted to outlines (QuarkXPress does not offer this option) or all of the fonts used (screen and printer fonts) will need to be supplied and be **Mac compatible**.
- Allow 3mm (1/8 inch) bleed on your artwork.
- All images should be a minimum of 300 dpi (120 p/cm) at 100%.

### WHAT ELSE IS IMPORTANT TO CONSIDER WHEN SETTING UP FILES?

- Placed Adobe Photoshop files should be saved as TIFF. Do NOT use Duotones or DCS.
- Please remember: files should be saved in CMYK.
- If there are "PLACED IMAGES" in Illustrator, QuarkXPress or Indesign, be sure to send the original file so the resolution can be checked. This is especially important for photographic or highly detailed images.
- Please do not send FreeHand or Quark EPS files. We cannot manipulate content, proportion or colour. Illustrator EPS files are ok.
- If your product is not a single PopOut cover, please remember to include artwork for the spine.
- Please do not use any Illustrator transparency effects – we cannot guarantee the quality of the output if you do so.
- Please ensure you hold the copyright for any images you supply for your artwork.

### HOW SHOULD I SEND MY ARTWORK?

Artwork can be sent via the following types of media:

- Via file transfer like WeTransfer, Hightail, Dropbox etc.
- Compass Maps FTP (email your sales contact or [helen@popoutmaps.com](mailto:helen@popoutmaps.com) to request login details)
- E-mail (attached files up to 5Mb) to [gail@popoutmaps.com](mailto:gail@popoutmaps.com) / cc. [helen@popoutmaps.com](mailto:helen@popoutmaps.com)