

# Normes & Devis. Graphiques Technique

- The graphic standards on page 2 serve as guidelines to help you prepare your artwork so it complies with our requirements. The outlined specifications are of the outmost importance. Therefore it is essential that you abide by these guidelines in order to accelerate production of your documents. If we have to make changes to your file, you will be informed of the problem or problems that need to be corrected.
- You must fill in the technical sheet (page 3) and send it to us with your computer file and color printout (either by email or fax).



# Graphic Specifications 2007

**CPS** Quebec  
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## Macintosh Softwares

- Photoshop CS2 (.eps)  
(encoding jpeg maximum quality)
- Illustrator CS2 (.ai)
- Indesign CS2 (.indd)
- QuarkXPress 6 (.qxd)



## Windows Softwares

- Photoshop CS2 (.eps)  
(encoding jpeg maximum quality)
- Illustrator CS2 (.ai)



## Disk Format

- Diskette 1.4 mb
- Zip 100 et 250 mb
- CD & DVD

## Electronic Transfer

- E-mail (no more than 5 mb)
- Ftp site

- We don't use these Softwares: Corel Draw, Word, Powerpoint, Page Maker, Freehand

## Compulsory Instructions

- Photoshop images placed in Illustrator must be linked in the .ai (not embedded) to reduce size and allow for separate treatment of items.
- Always include fonts (unless they are converted to curves which is preferable).
- Allow for 1" of bleed at final format
- Supply a colour proof as close as possible to the desired final result.
- Supply Pantone references when possible (if applicable). (Don't convert your PMS in CMYK)
- Do not include RGB images. Always supply final documents in CMYK.
- Clearly indicate final format as well as enlargement ratio (i.e. 10%)
- Photoshop documents must be saved in .eps.
- Supply images of 100 dpi at final format.

## Additional Information

- Optimal black: Screen print black 100%, cyan 40%, Digital black 100%, cyan 30%, magenta 30%, yellow 30%.
- Optimal print: include ICC profiles when saving document.
- Pre-press rate: \$75/hour.
- To maximize the quality of your impression, texts must be made with Illustrator, Quark or Indesign.

## To contact us

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## Our ftp sites

Please contact us to receive an electronic invitation.

### Note :

Please clearly identify files using names other than « banners or posters » since everyone identifies their files this way.

**Any questions? Please contact our pre-press department**

01/01/2007

# Technical sheet

**CPS** Quebec  
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- Customer name: \_\_\_\_\_ - Phone: \_\_\_\_\_  
- Graphic artist: \_\_\_\_\_ - Phone: \_\_\_\_\_  
- Job name: \_\_\_\_\_ - Date: \_\_\_\_\_  
- Files name: \_\_\_\_\_

## Software:

- Adobe Photoshop v: \_\_\_\_\_  
- Adobe Illustrator v: \_\_\_\_\_  
- Quark XPress v: \_\_\_\_\_  
- Other: \_\_\_\_\_  
- PC or Mac: \_\_\_\_\_

## Colors:

- CMYK Colors: \_\_\_\_\_  
- Pantone (PMS): \_\_\_\_\_  
- Other: \_\_\_\_\_

## Document:

- Size: \_\_\_\_\_ - Files saved as: \_\_\_\_\_  
- Proportions: \_\_\_\_\_ - ICC Profiles: \_\_\_\_\_  
- Images resolution: \_\_\_\_\_

## Fonts usage:

- Fonts used: \_\_\_\_\_  
- Software: Photoshop \_\_\_\_\_ Illustrator \_\_\_\_\_ Quark \_\_\_\_\_

## Sent by:

- Iomega Zip 100: \_\_\_\_\_ - Iomega Zip 250: \_\_\_\_\_ - Ftp: \_\_\_\_\_ - Email: \_\_\_\_\_  
- CD Rom: \_\_\_\_\_ - DVD Rom: \_\_\_\_\_ - Iomega Jaz 1Gb: \_\_\_\_\_ - Disk 1.4 Mb: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
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