



**F/X Printing & Document Solutions Inc.**

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**Helpful hints and notes when saving a file for print**

- Please ensure all photos are converted to CMYK and either saved as TIFs or EPSs, but not as JPGs.
- Always print out separated proofs on your printer before sending your files to us to ensure the document images as desired.
- Do not rely on your monitor to give accurate representations of colour; use a Pantone book to ensure true colours.
- Photos that are free from the internet are usually fine for viewing on monitor, but too low in resolution for printing.
- Please make sure any fonts that have been bolded or italicized in your document have a corresponding font-metrics file.
- Type 1 fonts are generally superior to True Type (Type 3) fonts.
- Check to see if bleeds are adequate.
- Allow us to impose the file if necessary.
- Include either a hard-copy proof or PDF proof with your file.