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Files can be transmitted to FT Business using Wam!Net, FTP, via the Internet or by ISDN.

Details of ISDN are given below.

Please call your production contact at FT Business for details of other sending methods.

# Standard digital format

## Checklist

- All images should have a **resolution** of at least **300dpi**.
- All **colours** should be **CMYK**.
- All **fonts** should be **embedded** in the PDF or EPS.
- PDF files should **not** be created with **PDF Writer**.
- Files should not contain JPEG images
- Files should **not** contain any **TrueType** or **Bitmap fonts**

The following page explains these requirements in more detail.

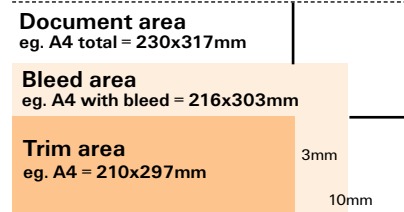
## Digital file requirements

### Preferred file formats

FT Business's preferred file format is PDF, although we do accept EPSs, and if necessary original application files, such as QuarkXPress and InDesign.

### PDF Creation

- Files must be PDF version 1.3 or higher.
- All files must be supplied as composite CMYK. If another colour space is used, files will be converted to CMYK prior to printing.
- Where appropriate, a bleed space of 3mm should be used.
- All images contained within the file must be CMYK and high resolution (300dpi for halftones, 1200dpi for one-bit images).
- All fonts must be embedded.
- Files must not contain TrueType, Multiple Master or Bitmap fonts, as they can give unpredictable results.
- Pseudo fonts (such as italic or bold on the measurement bar within QuarkXPress) should not be used, as they give unpredictable results.
- Files must not contain non-flattened transparent elements.
- Combined colour ink density should not exceed 300%.
- Files must contain a trim box set to the trim size of the publication in question.
- Crop marks must be outside the bleed area.



### Supply of EPSs

- PostScript level 1, 2 or 3 can be used.
- Resolution, colour space and font requirements are the same as for PDFs, as described above.
- JPEG encoded EPSs must **not** be used.

### Supply of application files

- QuarkXPress and InDesign documents can be supplied subject to prior agreement.
- Documents can be supplied as Quark 6.0 and lower or InDesign 2.0 and lower.
- When an application file is supplied, the job must include all necessary support elements, including all images (Tiffs and EPSs), with a resolution of at least 300dpi (1,200dpi for one-bit images).

### Trapping, Overprint and Knockout

- FTBusiness will not alter the overprint and knockout settings on your document, beyond removing any white overprint. If inappropriate overprint is used in a document, FTBusiness will not be held responsible for incorrect printed results.
- The creator should apply any trapping requirements if necessary, but must be aware of the various application software limitations.
- The printer will not apply trapping.

### Hard copy proofs

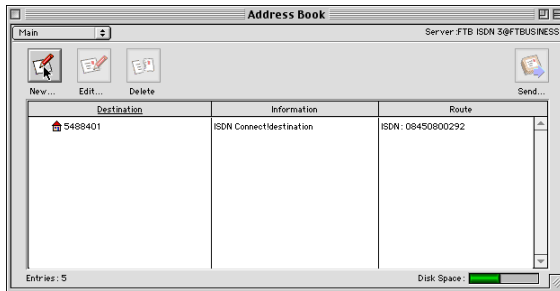
- Colour proofs of the digital file submitted (eg the PDF) must be supplied. We require 100% of final size, customer approved colour contract proofs. The proof being supplied must be generated from the same document supplied digitally.
- Note that the paper stock on which the magazine is printed can give slightly different results to the proof.

# ISDN Connect

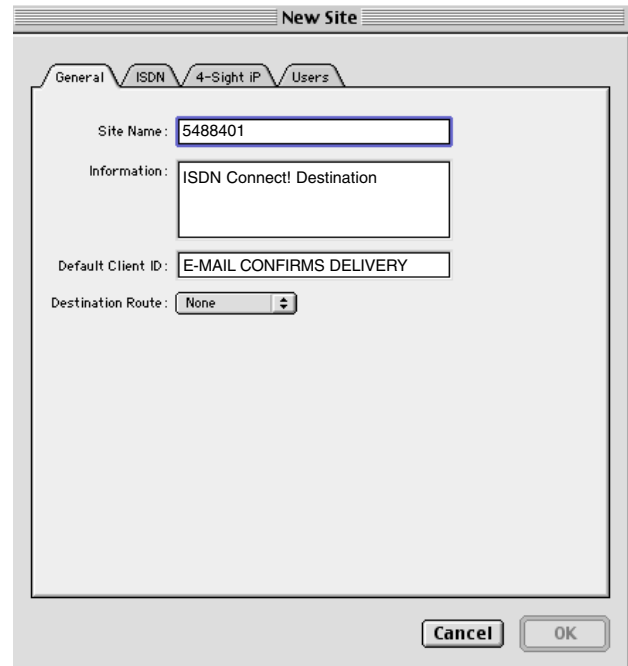
Due to systems upgrades at FTBusiness, we have changed the way files are sent to us via ISDN.

Your ISDN will now send directly to our WamNet server, thus avoiding the delays that can occur with point-to-point ISDN. You need no extra software. Simply set up the address as described below and start sending.

Files sent via other ISDN numbers will not reach us.



1. In your ISDN address book, click on New.



Fill in the General and ISDN tabs as shown in the illustrations on the right.

## 2. General

**Site Name:** 5488401  
**Information:** ISDN Connect! Destination  
**Default Client ID:** E-MAIL CONFIRMS DELIVERY

## 3. ISDN

**ISDN Number:** 08450800292  
**Security:** Registered user  
**Name:** 08450800292-your ISDN Number (after the 08450800292 put a dash then your ISDN number in full, including area code, leaving no spaces)  
**Password:** connect  
**Confirm:** connect

Once these fields are filled in, click OK. The new address will then appear in your address book, and you can begin sending.

We have three ISDN lines at FT Business. By using ISDN Connect, you will be sending to a central hub (with an unlimited number of lines) from which the files are forwarded to our Wam!Net server. This method prevents bottlenecks on our ISDN lines, and ensures your copy arrives more quickly.

