



## ■ TEMPLATE

### Use relevant Select Media template

These are available from your Customer Service Representative.  
**Note:** These templates are compatible with Acrobat 6 and above.  
 If you experience any difficulty please contact us immediately.

## ■ LAYERS

### For best results

Please keep template layers and artwork layers separate.  
**Measurement layers** should not be flattened on to the final file as these marks should not appear on the final printed job.

## ■ RESOLUTION

**300 DPI** (dot points per inch)

## ■ PAPER PARTS

### 3mm Bleed

All paper parts must have

### 3mm Clear Zone

No text or detail should be placed closer than 3 mm to **trim edges or folds**

**Bleed, Trim and Fold Marks plus all Measurements** (in millimeters) are indicated on the Select Media templates.

### Imposition

All multiple paper parts must be in the correct imposition (printers pairs).

## ■ FONTS

### Must be converted to Curves/Outlined or Rasterized

Please keep a fully editable version of your own files, for any changes or updates.

## ■ LINE THICKNESS

### 0.6pt or above

To ensure consistent results

## ■ FLIGHT CHECK

### Select Media offers one complimentary flight check

We will inform you of any production problems we encounter with your files.  
 Select Media will also provide an estimated time and cost for our art department to fix any errors.

## ■ SUBMITTING ARTWORK

### Artwork Format – Press Ready PDFs

Please postscript your files to ensure accurate files for printing.  
 If you are working in Photoshop a **Layered PSD or Tiff** is preferred.

**Unsure how to create a PDF** ask for our *PDF Creation Tip Sheet*

Back-up formats that can be supplied are:  
**EPS or TIFF – all fonts outlined, images embedded**

**Adobe Creative Suite, Native File Package – this must include all, Links & Fonts**  
 please specify system MAC or PC

### Delivery

**CD or DVD**  
 PO Box 3890 South Brisbane Q 4101

**Email**  
 if below 10MB to [art@selectmedia.com.au](mailto:art@selectmedia.com.au)

**FTP**  
 We have a guest login established for our FTP server for Select Media clients.  
 Address is **FTP://61.29.67.78**  
 Login Name **selectguest**  
 No password is required

For security reasons this FTP site is only accessible from FTP software.  
 It does not allow access from Internet Browsers.

**For PC -Filezilla**  
[http://sourceforge.net/project/showfiles.php?group\\_id=21558](http://sourceforge.net/project/showfiles.php?group_id=21558)

**For MAC - Fetch**  
[www.fetchsoftworks.com](http://www.fetchsoftworks.com)  
**Step 1:** Create a folder in your company name  
**Step 2:** Create a subfolder in the above folder using the title of your CD as the name of the folder (especially where they are uploading more than one title)  
**Step 3:** Upload your files to the subfolder  
 When done email - [art@selectmedia.com.au](mailto:art@selectmedia.com.au)

### Naming Convention

Title of the job,  
 then the template used – remove "Tplate"  
 Please indicate page number or side  
 .pdf (extension)

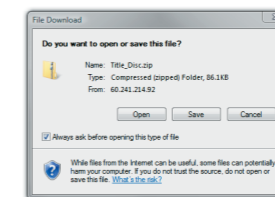
**Examples**  
 Title\_Disc.pdf  
 Title\_Bklet\_Pg4\_1.pdf  
 Title\_Traycard\_Outside.pdf

## ■ APPROVAL

### Links

After we have flight checked your files you will receive an email that will contain an ftp link to your zipped PDF files.

example: [http://60.241.214.92/files/Title\\_Disc.zip](http://60.241.214.92/files/Title_Disc.zip)



Double click on the link provided and a File Download box will appear choose **save**.  
 See picture left. Then double click on the downloaded file and it will extract.

This email will also contain feedback on your files, If we detect a problem that Select Media can fix we will provide an estimate on time and cost to fix any errors.

### Laser proofs

We can provide a hard copy laser proof, keep in mind this is only 50% colour accurate.

### Digital proofs

Digital proofs are recommended for those wanting to get colour accurate proofing, speak to your friendly customer service representative, about ordering your digital proofs. Our printers will match the proof and it will yield 70% or above accuracy.

## ■ MASTERS

### Master formats – CD-R, DVD-R

Masters remain sealed until production starts, all content is the responsibility of the client.

Master failure may result in your delivery date changing.

Our friendly customer service team are more than happy to help with any enquiry

