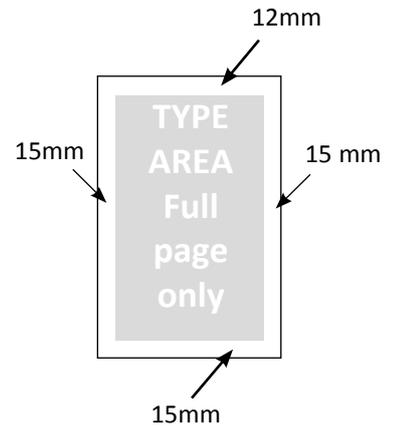


ARTWORK REQUIREMENTS

THE RICHMOND & ELMBRIDGE MAGAZINE DESIGN & MARGINS

ARTWORK SIZE	DIMENSIONS (Width x Height)
Full page with bleed	W: 220mm x H: 307mm
Full page trim size	W: 210mm x H: 297mm (i.e. A4)
Full page type area (editorial pages)	W: 180mm x H: 270mm
Half page horizontal	W: 180mm x H: 132mm
Half page vertical	W: 88mm x H: 270mm
Quarter page vertical	W: 88mm x H: 132mm
Eighth page (available horizontal only)	W: 88mm x H: 65mm



ACCEPTED FORMATS

InDesign, Adobe Illustrator, Adobe PDF (v7 or lower but please see notes below), TIFF, EPS, JPEG, Adobe Photoshop (CS5 or lower).

WE DO NOT ACCEPT THE FOLLOWING

Microsoft Word, Excell, Powerpoint, Publisher, images from the Web

If you are in any doubt about supplying artwork, please contact the production department on **020 8939 5602**.

IMPORTANT NOTES

Colour images must be in CMYK mode (please convert spot colours to CMYK equivalents).

Bitmap image resolution should be 300dpi at final size (higher resolution such as 400dpi is recommended where text is included in the bitmap).

Vector artwork should be retained in vector format where possible. However, please convert text to outlines to avoid font problems with vector graphics.

Data format should be Binary where applicable (not ASCII).

All PDF files must be created using Acrobat Distiller, not from the software used to create the artwork.

PDF files: please embed/include all fonts when creating the PDF. Colour mode should be CMYK. Resolution should be 300dpi where bitmap images are included. For full page artwork please include printer's marks (crop marks) and set 5mm bleed when creating PDF file, with paper size in print dialogue box set to W: 235.4mm and H: 322.4mm. For half page artwork or smaller please set paper size in print dialogue box to the same as the artwork dimensions (i.e. no white surround on PDF).

Please ensure all elements necessary to print are supplied (e.g. all linked images are supplied with Quark files).

HOW TO SUPPLY YOUR ARTWORK TO US

CD, email (richmond@sheengate.co.uk, elmbridge@sheengate.co.uk, guildford@sheengate.co.uk or surreydowns@sheengate.co.uk)

**SHEENGATE PUBLISHING WILL NOT BE RESPONSIBLE FOR ANY ARTWORK
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