



OGPC

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Guidelines For Supplying Digital Files

File naming: You may use your own file naming schema. Please make sure all files are clearly labelled.

Multiple files submitted for different sized prints should be labeled with the appropriate size, eg. File1A4.tif

Image resolution: We request that submitted images have a resolution of 300 pixels per inch with the image at the actual height and width settings that will be used in print. If you would like your file printed at a larger size than the resolution will allow we can upscale submitted files but we require the largest file you have in order to maintain quality.

Image colour depth: If you have the image at 16 bits per channel, please submit that; otherwise 8 bits per channel will be fine.

Embedded ICC profile: If you have edited your file in a colourspace other than Adobe RGB (1998) , please make sure that your colourspace profile is embedded.

Do not embed a printer profile. Adobe RGB (1998) color space is our preferred working colourspace and matches our colour managed workflow.

Sharpening: Please do not apply any digital sharpening or use the Unsharp Mask filter within your digital editing software. We will apply the correct amount of sharpening to suit the printing media used.

File format: Please deliver the image files to us in TIFF (.tif or .tiff) format. TIFF files will ensure the highest quality prints are produced. We can accept JPEG (.jpg) format files if they are of sufficient quality.

File transfer method: We prefer that your images be delivered to us digitally via Web upload or on DVD/CD or USB storage.

Files can be uploaded via our website

www.oxfordgiclee.co.uk/Proof/fileuploading.html

CD or DVDs should be posted via a secure and trackable method. Digital files can be delivered to our offices in person.

Contact: If you have any questions regarding submitting digital files for printing please contact us.

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