



Do you have an overview of accepted file types?

Please see below. If you have any questions you can call the office on 01425 613384

FILE TYPE	ACCEPTED	VERSION	NOTES
.PDF	✓	4 (1.3)	PREFERRED FORMAT MUST be Acrobat 4 (PDF 1.3)
Photoshop .PDF	✓	CS3 +	Although not preferred, accepted from CS3 and above MUST be Acrobat 4 (PDF 1.3)
.EPS	✓		Fonts MUST be converted to Curves/Outlines. Also accepted file format for company logos.
.DOC/.DOCX (Word)	✓		Accepted for copy* Not preferred for completed adverts†
.PUB (Publisher)	✓		PDF PREFERRED. Otherwise use standard Windows/Adobe fonts or supply non-standard fonts.
.CDR (Corel Draw)	✓	Up to x3	EPS/PDF preferred Please convert fonts to curves.
.INDD/.AI/.PSD	✓	Up to CS3	Please export/save as PDF
.PPP (Serif Page Plus)	✓	upto 11	PDF Preferred Otherwise use standard Windows/Adobe fonts or supply non-standard fonts.
.PPT (Powerpoint)	✗		UNSUITABLE FOR PRINT
.XLS (Excel)	✗		UNSUITABLE FOR PRINT
.JPG/.JPEG	✓	High Quality	Accepted for copy* Accepted for complete adverts on case-by-case basis
.TIF/.TIFF	✓	High Quality	Accepted for copy* Accepted for complete adverts on case-by-case basis
.GIF	✗		Web/screen quality image. Unsuitable for print
.PNG	✗		Web/screen quality image. Unsuitable for print

* Copy refers to text and images sent to the A&T for use in creation of an advertisement

† Please refer to common issues regarding the use of Microsoft Word for advert creation (p.6)



Please note: **We do NOT require Crop Marks, Bleed or Slug on supplied artwork.**

If you can't see your file type listed, please contact us and we shall endeavour to assist you.