



### How to supply artwork to Rap Industries Limited

All artwork to be sent over in either a **tiff** or **eps** format (please ensure that all fonts and images are encapsulated correctly when creating an eps document), this will produce crisper edges on text, shapes and images, and will prevent the print having pixelated edges.

Errors may arise from PDF and Jpeg files for which we will not be held responsible.

Please include or embed all fonts to the document when sending your artwork.

The artwork needs to be sized at **100%**, unless the file size is too big then the artwork should be **25%** of the finished graphic area (see product description) at between **300 and 600dpi** without compression. All images should be originated or scanned at this size and not enlarged thereafter.

No **bleed** or **crop marks** are required when designing your artwork.

Pantone/Special colours, Photographs or Scans should be converted to **CMYK** with process separation and thoroughly checked before submission, as mistakes cannot be rectified after print.

Please send all artwork to us on a **CD**, all artworks are sent at your own risk. Please note that we do not return any discs so please be sure to retain your own copy. A printed colour copy of your artwork is preferred with the CD to ensure layout accuracy when printing.

Artwork can also be sent to us via Rap Industries Ltd ftp server, full instructions:

1. <ftp.rapind.com/> (if error message comes up click ok)  
Should then have a blank screen.
2. Right click - login as  
user name `graphics@rapind.com`  
password `graphics`  
Select Log On
3. Go to Windows Explorer (usually found under accessories) or My Documents and open as a separate window  
Find the location of the files you wish to upload (will not always work from CD)  
Select the file and right click to copy or drag onto the appropriate folder within the ftp server.
4. Wait for the files to upload and then email to confirm location.

If you require a proof to be sent then a charge of £15.00 including next day delivery will be made.

Please forward all artwork to: -

Rap Industries Limited  
Welbeck Way  
Peterborough  
PE2 7WH

tel. 01733 394941  
fax. 01733 391825  
email. [enquiries@rapind.com](mailto:enquiries@rapind.com)

### Artwork service available:

Let us take the hassle out of your graphic design, have your artwork designed for you at low prices!



### **How to Care For Your Graphics**

When cared for correctly your graphics have the potential to give excellent service for a considerable time. However, they are also vulnerable and are up to you, the user, to exercise maximum care! Here are some simple tips to help prolong the working life of your graphics...

- Never fold or bend your graphics as this may produce permanent creasing damage. You should always loosely roll your graphics.
- Use a proper wrap or case to transport and store your graphics.
- Do not expose your graphics to moisture or overly intense direct sunlight.
- Do not expose your graphics to higher than normal levels of heat.
- Store in a dry, temperate environment.
- Store at room temperature 48 hours before use to prevent curling.
- Ensure that all users are aware of these basic rules!