



SUPPLYING DATA FOR PERSONALISED CARDS WITH IMAGES

Personalised images that are to be placed on the card, must be supplied to the EXACT same scale as the actual size that they are required to be on the card.

(THIS IS VERY IMPORTANT, AS ANY IMAGES THAT ARE NOT PRODUCED TO THE EXACT DESIRED SIZE WILL BE STRETCHED OUT OF PROPORTION)

Images MUST be converted to CMYK and saved as TIFF or JPEG files (Not Both).

When producing your database it should be saved as an Excel Spreadsheet file using only the information that you require on the card. Included in the file should be a separate field indicating the file name of the image used, this must be typed **EXACTLY AS IS**.

FOR EXAMPLE

<i>Name</i>	<i>Number</i>	<i>Image</i>
Joe Bloggs	1234	JoeB.TIFF
Fred Smith	1235	FredS.TIFF
Mary Jones	1236	MaryJ.TIFF

We stress that it is very important to enter in the database the exact wording used for the image file name, including spaces, full stops and upper/lower case characters.

If a name/title is required to be printed on split lines, then the name and forename MUST be set as individual fields within the file database.

If this is supplied incorrectly we will ask you to re-supply the whole file again as it corrupts our systems.

The resolution of the individual photographs is very important and will obviously affect the print quality.

Please mark and name image folders and data files in a corresponding file name that is easily recognisable.

Alternatively for quantities of no more than 400 cards, we can accept PDF files of the finished card already mocked up with photos and names etc... we can then individually impose each file to our guides, but these MUST be set all within the same PDF file and not as individual files.

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