



Electronic File Delivery

PrintWest and Mister Print are able to receive electronic printing material via FTP site, email or disk, on either the Macintosh or PC (Windows) platform. Following is a list of supported as well as instructions for sending us files. We try to keep the software list as up-to-date as possible. If you have requirements other than what you see below please contact your Sales Representative or CSR.

Preparing Your Files

- When PDFs are being supplied, please ensure that all fonts are embedded, images are high resolution and spot colors are not converted to process if printing as a Pantone color. Please include crop marks and bleeds.
- When working files are being supplied, include all fonts (including fonts used in imported graphics). This is best achieved by “Collect for Output” in QuarkXPress or “Package” in InDesign. If you are unable to send us fonts we will attempt to match the original fonts as close as possible, otherwise, fonts may need to be substituted. Include all supporting graphics with your file in CMYK format or spot colours if being used. Greyscale images should be supplied as greyscale, not RGB or Lab colors.
- The final resolution of all images should be approximately 300 dpi when possible.
- If file is built as facing pages, they should be reader spreads, not printer spreads (e.g. page numbering is consecutive: 1,2,3... not 16-1, 2-15...)
- All bleeds should extend .25” beyond final trim size when possible.
- Please name your files and folders so they are easily identified (not “job.sit” for example).
- **For best results please put all files into one folder and then compress the folder before transmitting by FTP. e.g. Stuffit, ZIP.**
- Maximum file size of 4.5Mb for e-mail. Anything larger should be transmitted through FTP or sent on a CD or DVD.
- If transmitting the material through FTP or e-mail, please fax a hard copy if available and e-mail your Sales Representative/CSR when the file has been transmitted indicating where the file is placed and what it is called.

Electronic Delivery Methods

E-MAIL: dtop@printwest.com (PrintWest Regina) dtop-s@printwest.com (PrintWest Saskatoon)

FTP (PrintWest Regina)

FTP – using FTP Client

Host: ftp.printwest.com

User ID: general

Password: pwest

FTP – using a Web Browser

files.printwest.com (do not use www.)

Username: general

Password: pwest

FTP (PrintWest Saskatoon)

FTP – using FTP Client

Host: ftp.pwgroup.ca

User ID: saskatoon

Password: pwest

FTP – using a Web Browser

files.pwgroup.ca (do not use www.)

Username: saskatoon

Password: pwest

FTP (Mister Print)

FTP – using FTP Client

Host: ftp.pwgroup.ca

User ID: mrp

Password: pwest

FTP – using a Web Browser

files.pwgroup.ca (do not use www.)

Username: mrp

Password: pwest

If you will be sending files on a regular basis through FTP, a separate account can be established with appropriate instructions provided to ensure integrity of your file transmission.

Software Compatibility

Macintosh

QuarkXPress 7
Adobe InDesign CS3
Adobe Illustrator CS3
Adobe Photoshop CS3
Adobe Acrobat 8
Adobe Pagemaker 7
Corel Draw X
Microsoft Office X (Word, Excel, PowerPoint)

Windows

QuarkXPress 7
Adobe InDesign CS3
Adobe Illustrator CS3
Adobe Photoshop CS3
Adobe Acrobat 8
Adobe Pagemaker 7
CorelDraw 11
Microsoft Office 2007 (Word, Excel, PowerPoint)
Microsoft Publisher 2007
WordPerfect X3