

Preparing Text

When providing text, the following points will help us:

Provide text as Word files.

Save as a logical, short name.

When providing new or updated files, reflect this in a new file name - do not send under the old file name.

When sending corrections through don't keep calling each file 'new'!

Use the same font all the way through (Arial) - if you have some ideas you want to convey about headings/sub headings etc, please send a separate file, clearly marked as 'sample'.

Do not underline, use all caps or bold.

Do not embed images or logos in a word file - send separate JPG/EPS images.

Spellcheck and correct as much as possible before handing over - this will save time and possible problems at a later state, as the volume and content of the text will often fundamentally affect the design and layout, so substantial changes at a later date may have a cost implication.

For multiple page documents provide a hard copy to check against.

Cross reference name of article to name of photo (not jpeg 1,2,3 etc).

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Rabbit Design are always willing to help and advise clients on the best ways to achieve optimum results. If you have any queries please give us a ring on 01226 757267 or you can email us at enquiries@rabbitdesign.co.uk