

How to: drop a file in your title's graphics folder

What is a graphic?

A graphic is a visual element that typically includes both graphics and text. These types of images need to be handled differently from photographs to ensure the legibility of the text. To facilitate this, there is a special folder for each title to drop graphics in.

Graphics formats:

- Graphics should be saved as **PDF** documents
- Do **NOT** put EPS documents in the graphics input queues.
- **DO NOT** put advertising material through the graphics queue.

Graphics are colour adjusted for optimum reproduction on our various press sites throughout South Africa.

Advertisements **MUST NOT** be adjusted in any way. Any adjustments on advertising may result in nonpayment...

Graphic artists putting together graphics for use in printed products should be sure to use the correct colour profile.

For Arena's newspaper products that is the ISO Newspaper V26.5 colour profile.

For magazines products this should be the Euroscale Coated V2 profile.

For colour profiles for heat-set products and one-off print jobs, check with Preston Thomas (thomasp@arena.africa)

Graphics Queues:

Title	Path
Business Day	\\amendooris01\gn4validation\$\BD\Main Body\Graphics\
Business Times	\\amendooris01\gn4validation\$\BT\Main Body\Graphics\
Community titles	\\amendooris01\gn4validation\$\CN\Main Body\Graphics\
Daily Dispatch	\\amendooris01\gn4validation\$\DD\Main Body\Graphics\
FM	\\amendooris01\gn4validation\$\FM\Main Body\Graphics\
The Herald	\\amendooris01\gn4validation\$\HR\Main Body\Graphics\
ST Lifestyle	\\amendooris01\gn4validation\$\LS\Main Body\Graphics\

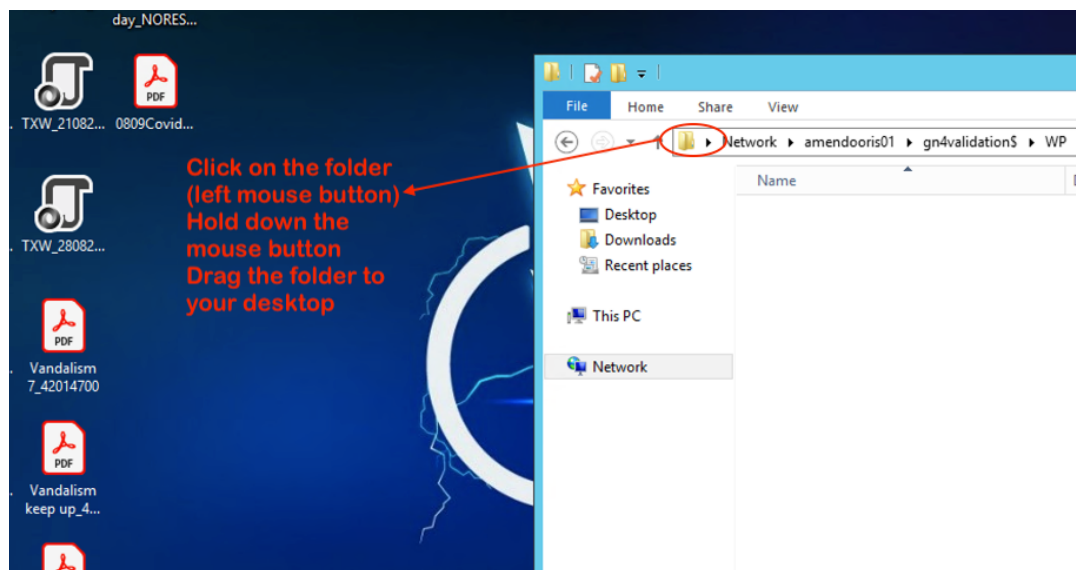
Weekend Dispatch	\\amendooris01\gn4validation\$\SD\Main Body\Graphics\
Sowetan	\\amendooris01\gn4validation\$\SO\Main Body\Graphics\
Sunday Times	\\amendooris01\gn4validation\$\ST\Main body\Graphics\
The Herald	\\amendooris01\gn4validation\$\WP\Main Body\Graphics\

Process

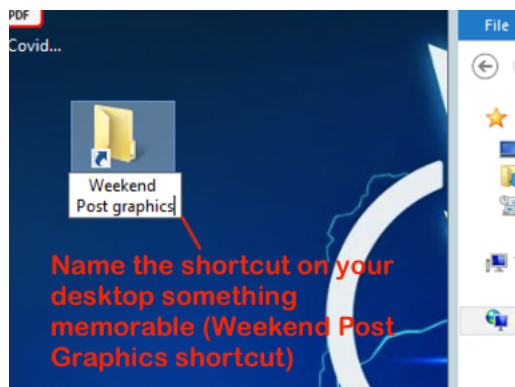
- 1) Save the graphic you wish to use in your title somewhere where you can find it easily
– for example, the desktop of your machine.
- 2) Click the appropriate link above to open the relevant input folder.
- 3) Drag the graphic from your desktop into this folder

If you are putting through graphics regularly, it is worth your while to make a shortcut to the graphics input folder:

- 1) To save the graphics link to your desktop:
 - a. Click on the folder in the “address bar”



- b. Drag that folder to your desktop



- c. Name it appropriately