

# To print your supplied artwork, we ask for documents to be set up correctly. Follow these 6 easy steps to ensure your artwork is print-ready.

# 1

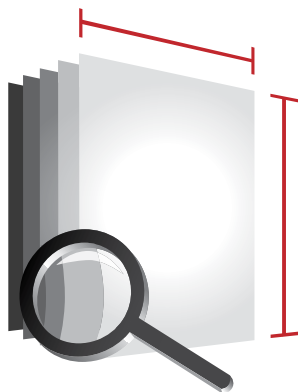


## **File Format**

We prefer all supplied artwork to be in PDF format. Due to the unstable nature of Microsoft Programs (ie. Word, Publisher and Powerpoint), handling of these files may incur a fee. This fee may also apply to jpg or tif files.

*Note: Combine multiple pages to one document to avoid additional download and handling charges.*

# 2



## **Page Size & DPI**

Your page size must be set up accurately in measurements of millimetres. All images within the document should be at least 300DPI when at 100% of the size you want. *Note: You can not add 'dots' to a low resolution that is smaller than what you need.*

(dots per inch = resolution of image)

# 3



## **CMYK Colour**

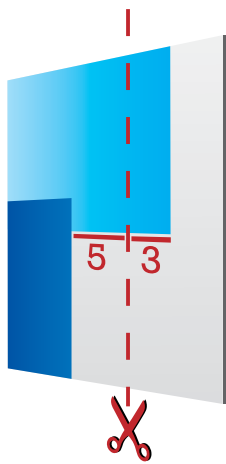
While we can accept documents in either RGB or CMYK colour mode, large quantity offset printing requires your artwork in a four colour process.

(4 Colour Process: Cyan, Magenta, Yellow, Black)

*Note: Any amount of 'colour' on a page will click over as a colour print. Ensure that every page you want black or greyscale is precisely that.*



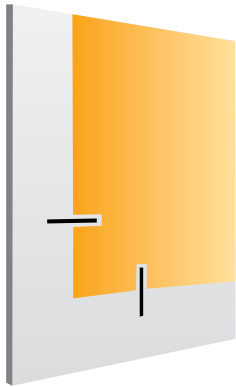
# 4



## Edges & Bleed

It is advisable to set all text, photos and images approx 5mm in from a document's edge to avoid trim or print errors. If your background, photo or graphics are designed to go all the way to the edge, make sure they 'bleed' off the trimming edge by another 3mm. 'Bleed' is the image past the document edge that will be trimmed off, leaving a borderless image. We will lay your artwork up on a larger sheet and trim the excess to achieve this. *Note: If documents are to be printed directly to an 'A' size, a white border up to 5mm will remain on every page.*

# 5



## Trim Marks

To accurately trim your document to your specified size, trim marks are the best way to achieve this. They only need to be thin black lines, roughly 2 or 3mm away from the document corner.

# 6



## Fonts

In order to print your artwork correctly, it is always a safe option to embed all fonts with your 'embed fonts', 'make to outline' or 'text as curves' option, as this preserves the text and layout as it was intended. If your text is black, please ensure all the text is 100% Black only.

*Note: Check that your font sizes will be readable by your viewers. 8pt is a good small size. Less than that will get harder to read.*

