



Here is a quick guide about setting up your files for the printing process. From trim marks to file formats, everything you need to know should be here.

Artwork Sizes:

BC 55 x 90mm	A7 74 x 103mm	A3 297 x 420mm
DL 98 x 210mm	A6 103 x 148mm	A2 420 x 594mm
DLX 120 x 235mm	A5 148 x 210mm	A1 594 x 840mm
C4 229 x 324mm	A4 210 x 297mm	A0 841 x 1189mm

Supply in PMS mode

- Convert all of your RGB or CMYK images to PMS.
- This will give you more control over the final appearance of our print job. Our automatic conversion may produce results you're not satisfied with.

Fonts: Always embed or outline your fonts

- Embedding or outlining the fonts you use in your files means we can print them even if we don't have those fonts installed on our computers.

Setting up transparencies

- Due to the nature of how transparencies can behave when being ripped, we recommend any file containing a transparency be flattened.
- Transparencies have been known to be an issue when ripping within the industry, therefore best practice states that files, that have been flattened, should output in the desired manner.

Trim, Internal Bleed and External Bleed

- The trim area is the final size of your print job (always include trim marks).
- When creating your artwork, ensure your artboard is set up as the trim size of your design.
- Use the document set up to define trim and bleed, never do it manually on page.
- Internal bleed: 3mm (5mm on all booklets). External bleed: 3mm (5mm on all booklets).
- Your job is printed on a large sheet and then trimmed to size. External bleed is the area extending past your trim area, which allows for a small amount of movement that may occur when your work is being cut to size.

Naming your file

- Keep it short, sweet and descriptive.
- For example, "Cheque - Mates" would name a business card file CM_BC.pdf.

Special finish for one side only

- All special finishes for single pages should be saved as your first page. If your job contains a special finishing requirement (ie. Digital Spot UV) for just ONE side then please provide that as the front page of your print ready PDF.

Resolution

- Your artwork should be 300dpi at full size. Resolution is the number of pixels within an image. The higher the resolution the better the picture, however if your resolution is too high it is not utilised and makes your files too large.

Flatten file

- Flatten prior to sending, best practice is to always flatten file prior to sending through.

All files must be supplied as PDF

- Printed one side: Supply a one-page PDF.
- Printed front & back: Supply a two-page PDF.
- The first page of your PDF will be the front page and the second the back page.
- Multiple kinds: Supply a single PDF with all kinds included. Eg: Kind 1 - front, back, Kind 2 - front, back and so on.

Book jobs: Self cover, page order: Supply 1 PDF Outside Front Cover - Inside Front Cover - Pages - Inside • Back Cover - Outside Back Cover.

Book plus cover: Supply 2 PDFs. One being the Outside Front Cover - Inside Front Cover - Inside Back Cover - Outside Back Cover and then the other the internal pages as a separate PDF.