# **GUIDANCE FOR SETTING UP PRINT ARTWORK**

Please use this guidance carefully when supplying your print ready artwork to eliminate costly delays, and ensure your logo or image is produced correctly.

# **▼** COLOURS

The cmyk or rgb colours you see on your monitor will not always be accurate due to individual settings, and rgb can appear much more vibrant on screen than when printed.

If you require particular colours, we ask that you use Pantones or provide a physical sample of the colours in order for us to ensure the end result meets your expectations.

If you need to choose colours, you are welcome to visit us to pick from our Pantone books.

# **▼** FONTS

It is always best to turn all of your text to outlines prior to saving, or embed the fonts when saving to PDF. We may not have the fonts that you have used, so this will ensure your design doesn't alter between your computer and ours.

### **▼ FILE FORMATS**

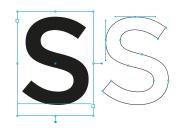
The best file type to supply is an Adobe PDF using high quality settings with image compression at 300dpi minimum.

We can work from other file types (.ai, .psd, .eps or .indd) as long as fonts are outlined and images are embedded.

If working in Microsoft Word or PowerPoint, please save to high quality PDF before sending.























### **▼ IMAGE RESOLUTIONS**

For the best print quality of any images in your design use a minimum of 300dpi at the size they are to be printed. If you place a 300dpi image in to your design but increase it's size it will drop in dpi the more it is scaled upwards.

# **▼ TRANSPARENCY**

If your design has transparent images or drop shadow effects within it, we may need to flatten the PDF prior to printing\*, as often a box can appear around the area when printed.

\*If this is the case, it would effect us having control over any colour settings.

Low Res Image



High Res Image



Unflattened



Flattened

# **▼** OVERPRINT

Please **do not** use overprint on any elements of supplied artwork, as our print process does not knock out the colour behind and can therefore produce unexpected results when printed.



Overprint On

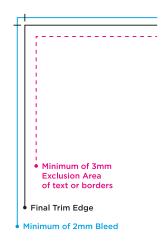


Overprint Off

### **▼** BLEED

Should any of your design go off the edges please allow a minimum of 2mm bleed on each edge, as there can be movement during the printing process, this will ensure there are no white edges left after the trimming process.

We also recommend not placing any text or borders closer than 3mm to the final cut edges of your design, again due to any movement during the printing and trimming processes.



## **▼ PRINT SIZES**

The next page shows a layout of the standard print sizes.

