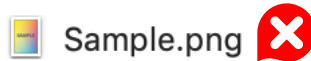


How to supply files

FILE TYPE

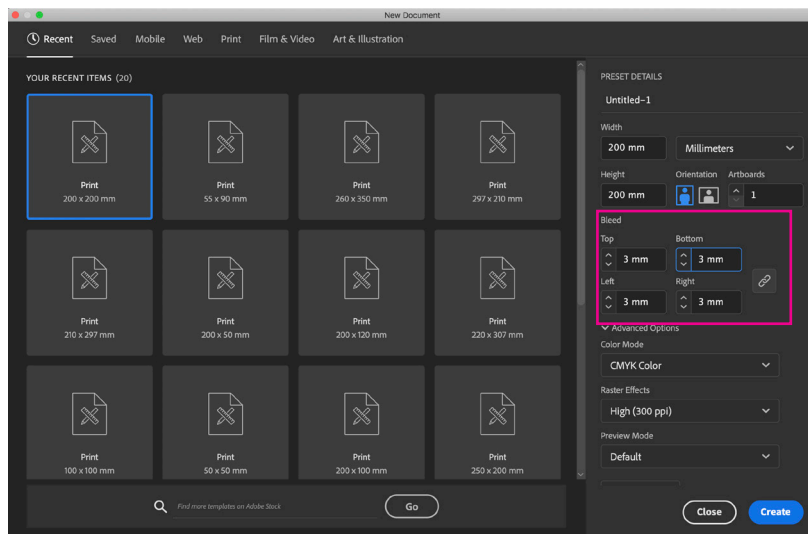
Your file must be supplied as a PDF, not a jpg, png, eps or any other file type. Here are some examples of how your final file type should and shouldn't look.



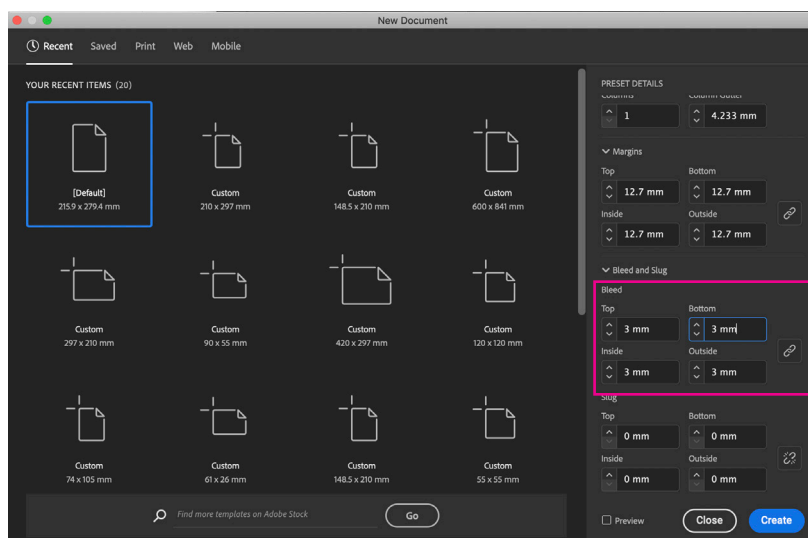
BLEED

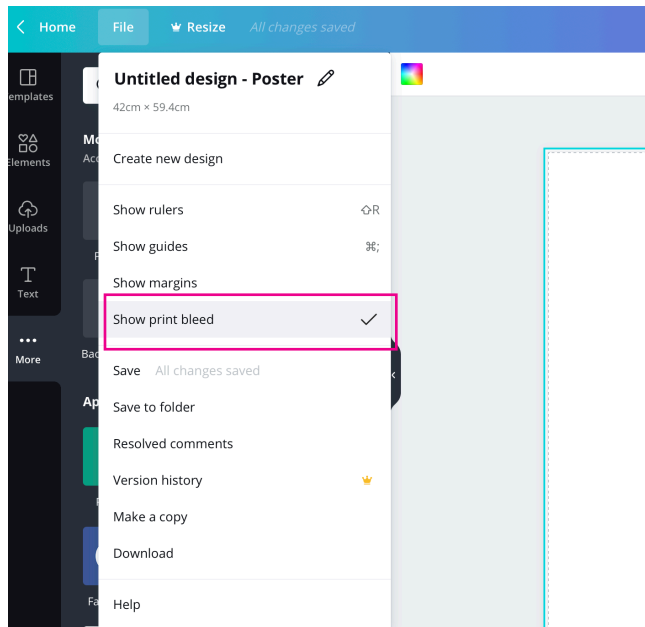
Bleed is very important for the guillotining process of printing. We require a minimum of 3mm bleeds. Here are the typical design softwares and how to find where to setup the bleed.

InDesign



Illustrator





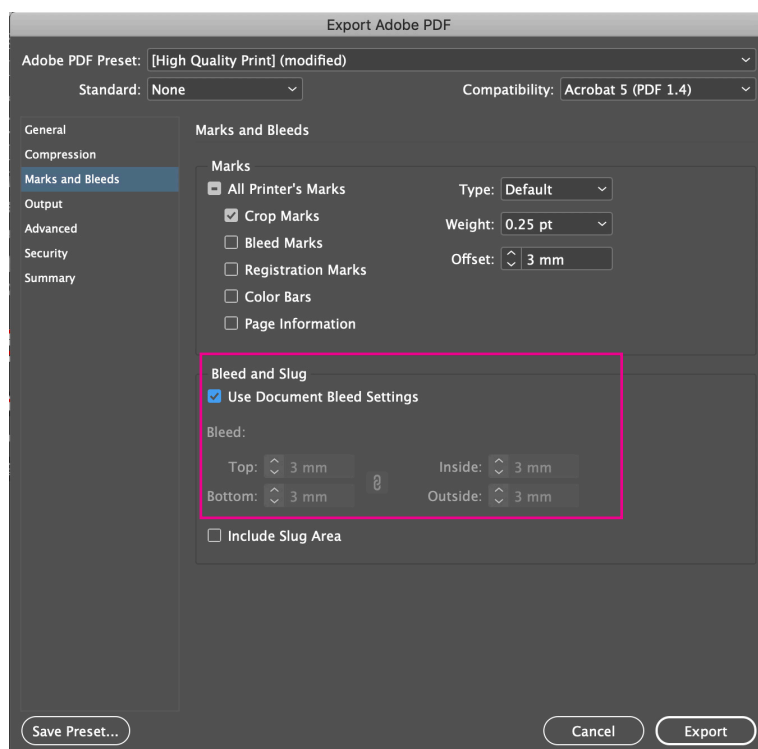
Photoshop

Unfortunately, Photoshop does not have a function to do this. We don't recommend Photoshop as a design tool as it is not a font handling software. But if you do wish to use this software you would need to make your design 6mm bigger each way to allow for bleed.

When creating your design it should look like the image you see on the right.

Where anything you expect to be printed right to the edge needs to extend all the way to the red line

When saving your PDF make sure the "Use document bleed settings" are selected under the title "Marks and Bleeds" so the bleeds are saved in the PDF



And this should be the final product.

Notice everything that is to be printed right to the edge extends further than the crop marks. This is the bleed and will be trimmed off at during the printing process. But is vital to creating the perfect end product.

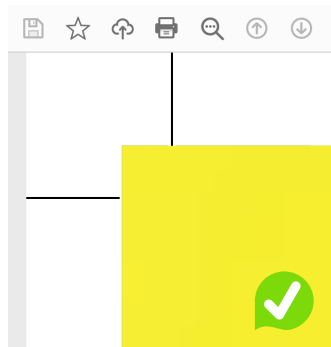


TRIM MARKS

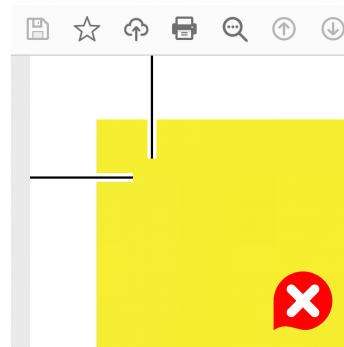
Trim marks show the printer where to trim your design and is necessary to the printing process.

When saving your PDF make sure the “trim marks” or “crop marks” box is selected. This will make sure the lines in all four corners are drawn to guide the printer. Another essential thing is to make sure the “Offset” is set to 3mm. This means that the trim marks won’t draw over your 3mm bleed. If trim marks cover your bleed this defeats the purpose of having a bleed.

Here are examples of how your trim marks should and shouldn’t look on your PDF:

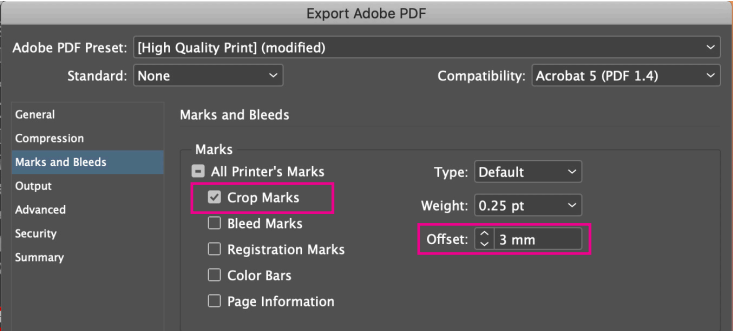


Notice how the trim marks on the left don’t cover the bleed, unlike the image on the right.

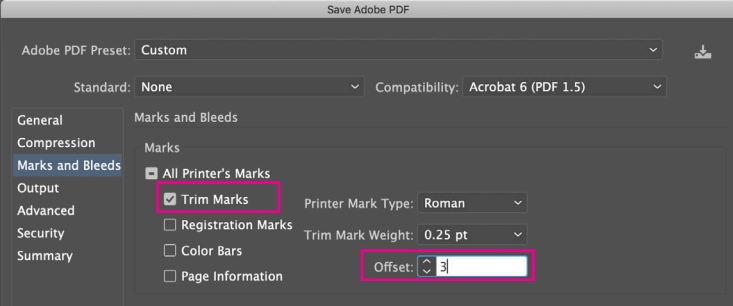


Here are examples of where to find the trim marks selection box and the offset box in the typical design softwares:

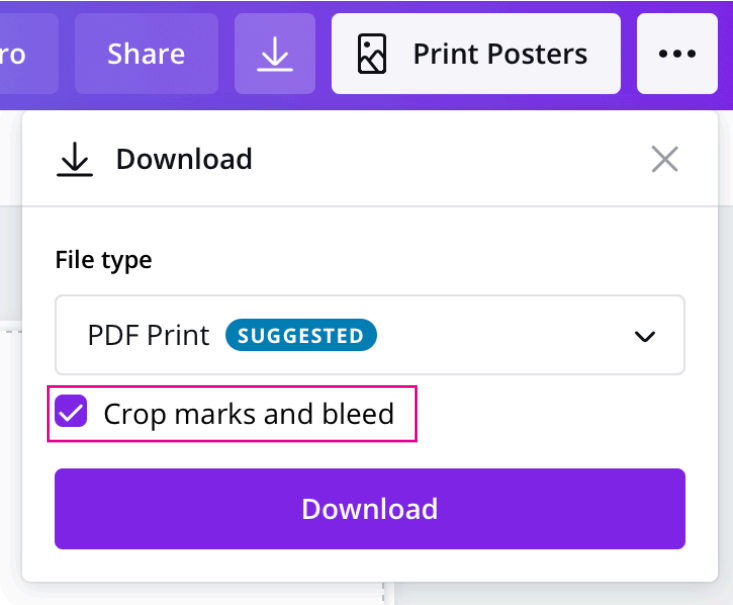
InDesign



Illustrator



Canva



FILE SIZE

When initially setting up your design make sure you are creating it at the correct size you wish for it to be printed. Be careful not to use pre-made templates that may be in American sizes. Here are a list of common sizes we use here:

A0: 841 x 1189mm

A1: 594 x 841mm

A2: 420 x 594mm

A3: 297 x 420mm

A4: 210 x 297mm

A5: 148.5 x 210mm

A6: 105 x 148.5mm

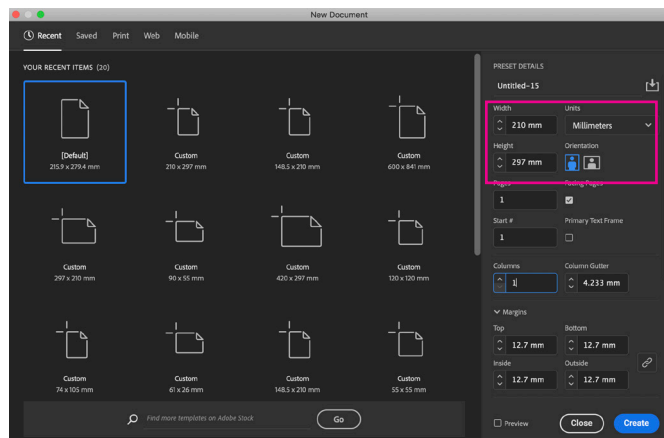
DLE: 99 x 210mm

Business Card: 90 x 55mm

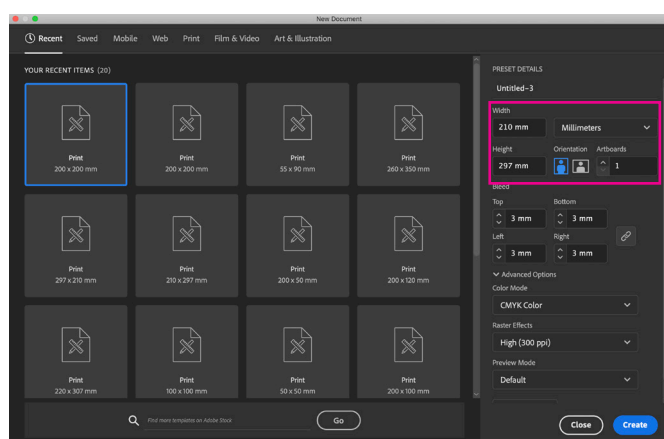
Make sure you are setting your file up in millimetres.

Here is where to set up your file size in typical design software:

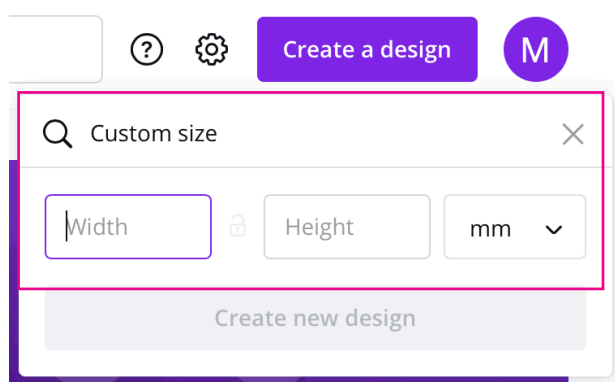
InDesign



Illustrator



Canva



Make sure the file is supplied at the correct size plus bleeds and trim marks. There should be no extra white space around the design like you can see here:



Your PDF should look like this when opened:

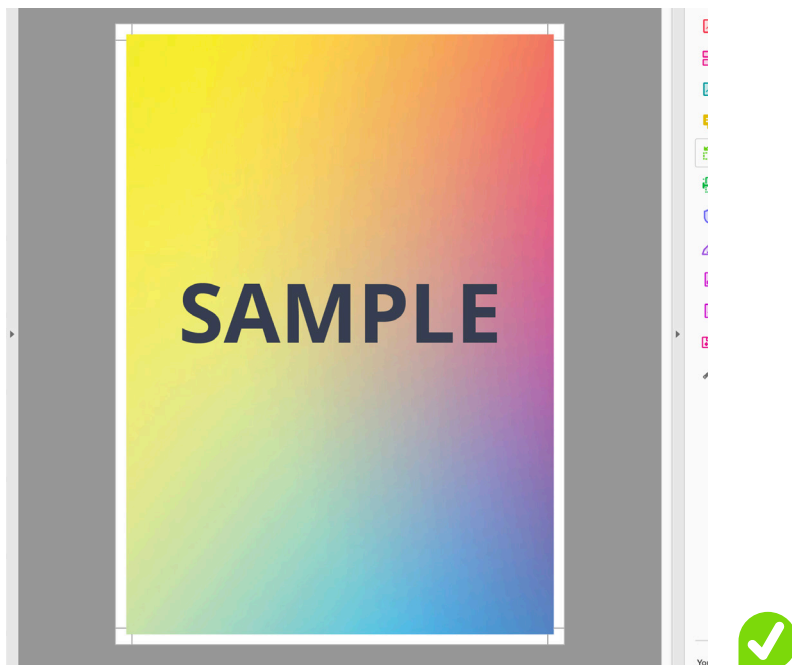
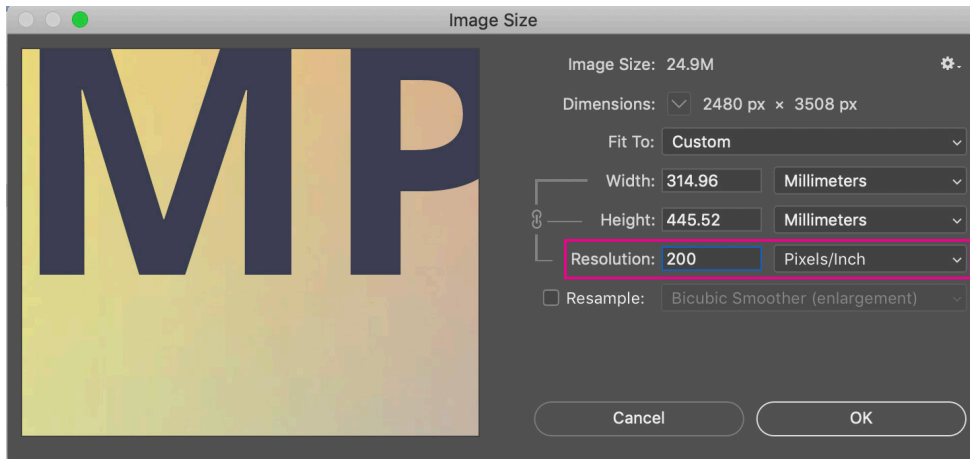


IMAGE RESOLUTION

Before importing an image onto your design check that it is a high quality image. You can do this by opening the image in Photoshop, clicking “image” in the top bar and selecting “image size”.

Your image needs to be a minimum of 200dpi to be considered high resolution, see below:

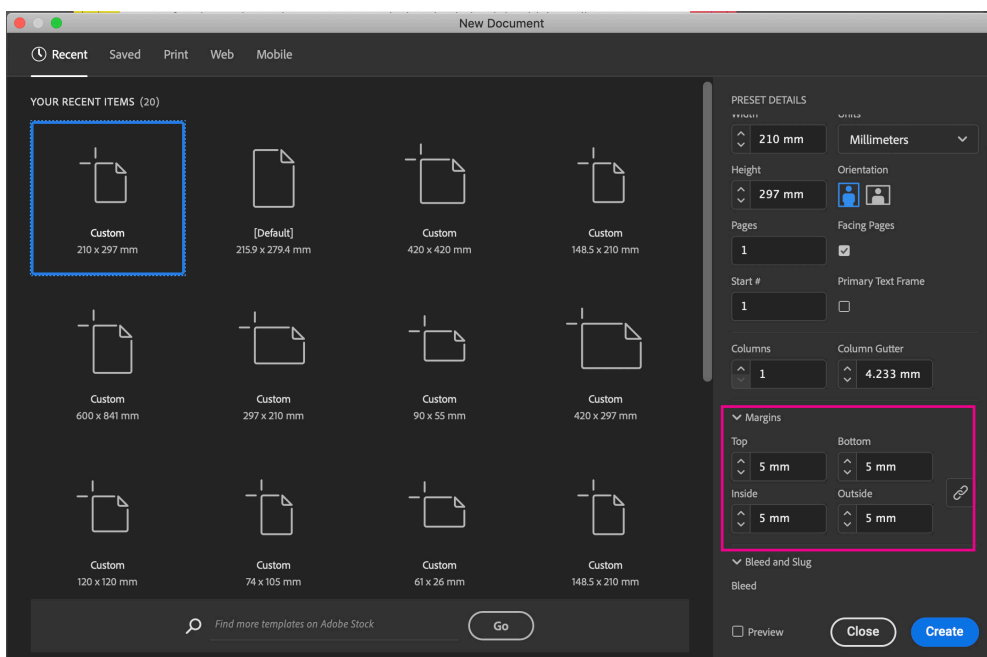


Photos taken from the internet or taken as screenshots will most likely be low resolution. We take no responsibility for the images being blurry in print when low resolution images were used in the design.

MARGINS

We require 5mm margins, this is the space we need between your text/images and the edge of the document. Anything on your design that you don't wish to be trimmed off needs to be moved at least 5mm away from the edge.

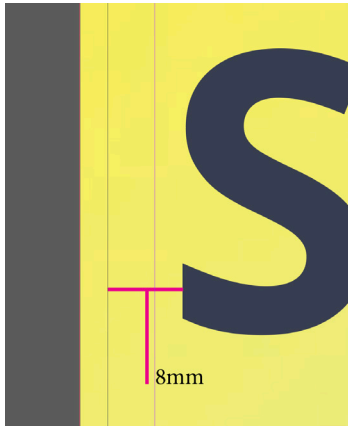
InDesign



Illustrator, Photoshop and Canva

These softwares don't have the option to set your own margins. But if you draw yourself a 5x5mm box, you can check yourself whether everything is far enough away from the edge.

InDesign will draw pink lines to show your margins, this is an easy guide to follow. Here are examples of designs that have stayed within the margins, and a design that is over the margins and is now too close to the edge:



The text is 8mm away from the edge and well within the margin guides.



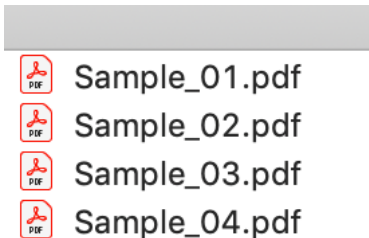
Notice the text is only 2mm away from the trimmed edge and over the margin guide.



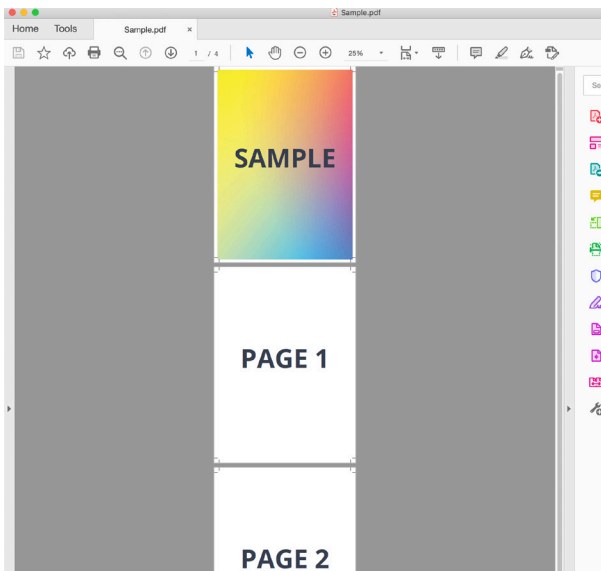
SEPARATE PAGES

If your design is multiple pages, eg. double sided file, booklet, etc. The PDF must be supplied with all of the separate pages in one document.

See examples of the correct and incorrect way to supply a multi-page document:



Note that each page is its own separate document



Each pages is within the one document.

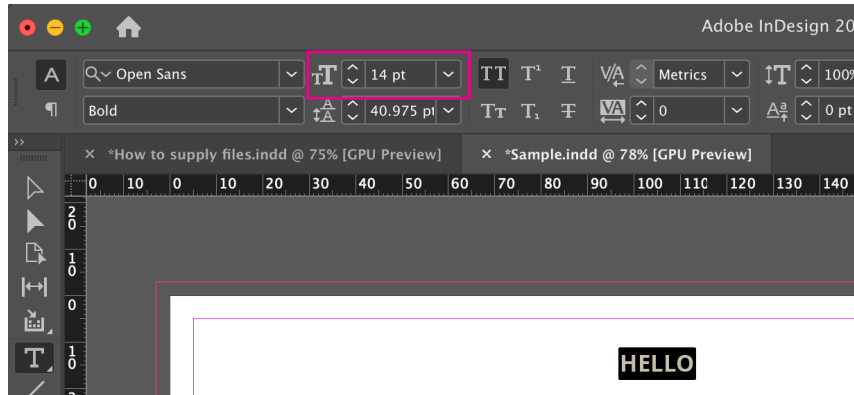


TEXT SIZE

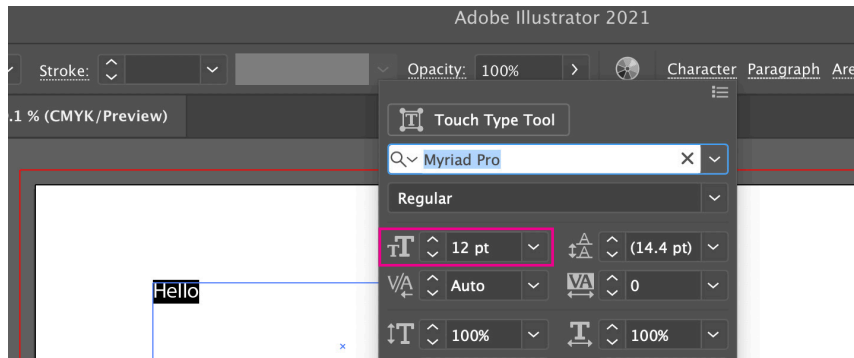
The smallest text size we would recommend is 6pt. Any smaller than this you risk it being too small to be readable when printed.

Your text size should be available to view in every software. But here are some examples of where to find your text size in typical design softwares:

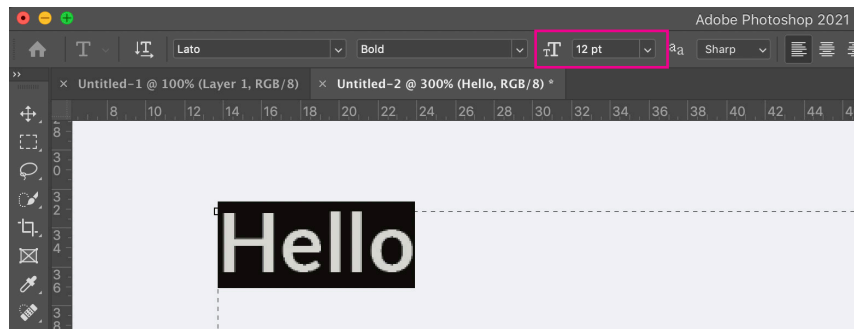
InDesign



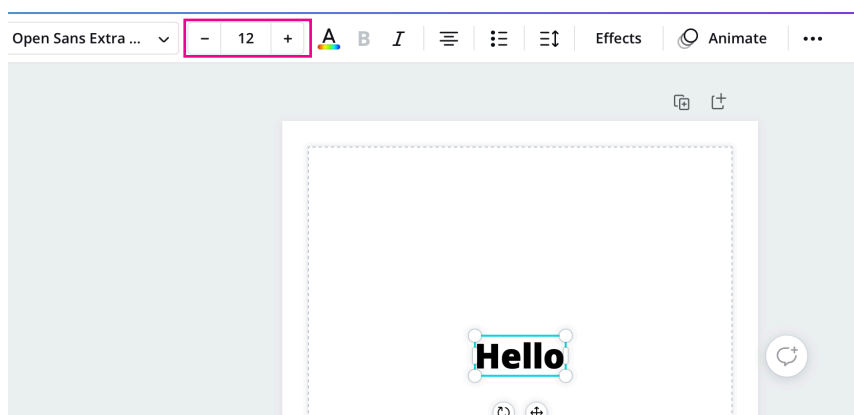
Illustrator



Photoshop



Canva



Final check-list

Make sure your final file meets all of these requirements:

- File is a PDF (not a jpg, png, etc.) - *Page 1*
- The file is supplied with 3mm bleeds - *Page 1*
- The file has trim marks - *Page 3*
- The trim marks don't overlap the bleed - *Page 3*
- You have supplied the file the exact dimensions ordered plus the size of the bleeds and trim marks - *Page 5*
- The file is not supplied on a larger sheet - *Page 6*
- All images are high resolution - *Page 7*
- All text and images you don't wish to be trimmed off are at least 5mm away from the trimmed edge - *Page 7*
- All document pages are supplied as separate pages in one PDF - *Page 8*
- All text is at least 6pt in size (or you are happy with the risk of text being too small to be readable) - *Page 9*
- All spelling and grammar is correct - we take no responsibility for typographical errors or grammatical mistakes

If files aren't received as per our print ready requirement as indicated a layout and/or design fee will be charged.