







Creating professional quality artwork requires skill and knowledge.

This guide is an aide memoire for experienced Graphic Designers who want a quick reference to check that artwork files will print as expected. It's helpful if source files to have been created in Indesign prior to creation of the PDF. Of course we're happy to advise how to set a particular job up.

To help save you time we've provided some Indesign templates, listed on page 4, these are available to download on our website.



# Thank you

To all under thanked, underpaid, under appreciated graphic designers working to crazy deadlines but who take the trouble and have the professional pride to supply us with great files. We truly appreciate you.

#### Bleed

Allow 2mm bleed on all files.

The exception is large format files where bleed isn't required.

#### **Trims**

Please include trim marks (not bleed marks) on all supplied artwork except large format.

# **Page Size**

Provide your artwork at the size of the page, not within it. For example setting a business card in the middle of an A4 sheet is unhelpful.

### **Embedded Fonts**

Check that your fonts have been correctly embedded or outlined.

## **6 Page DL Leaflets**

For Roll Folds set your panels at 99mm, 99mm and 97mm and for **Zed Folds** set your panels at 99mm, 99mm and 99mm to allow for neat folding. We'll still need 2mm bleed on the outside edges.

#### **Booklets**

Provide the PDF as single pages, with bleed on all four edges. Please do not supply as spreads and ensure your document is set up as single pages rather than facing pages. We welcome booklets which have printed page numbers.

## **Image Resolution**

All images need to be at 300dpi at the finished size.

## **Colour Space**

For full colour work check that you've converted all spot colours to CMYK and haven't left anything in RGB.

#### Rich Black

Consider using a shiner to boost black (except for text). We recommend a shiner of 100% black, 50% cyan and 30% magenta.

#### Dark Blue

We remind you of the pitfalls of the difference between viewing dark blue on a monitor and seeing it in print. Dark blues with up to 100% magenta may look fine on your screen but will give your printed blue a purple hue.

## **Preparing Files for Large Format Print**

These files can be set up at 25% of the final print size. You should **not** include bleed.

## **Pull Up Banners**

On Pull Up Banners there is an area at the bottom of the panel that attaches to the roller and is non visible. The dimensions are as follows:

Kestrel A3 302mm x 526mm including 100mm hidden

Falcon 800mm x 2150mm including 150mm hidden

Hawk 800mm x 2200mm including 200mm hidden

Osprey 800mm x 2310mm including 200mm hidden

Osprey 1000mm x 2310mm including 200mm hidden

Eagle 800mm x 2150mm including 50mm hidden

# File Checking

Note the option in our Specification Tables to have us run your artwork through **Pitstop Pro** to identify potential file errors.



# **Indesign Templates**

### **Business Cards**

Landscape 85 x 55mm

Portrait 85 x 55mm

# **6 Page DL Leaflets**

Roll Fold DL Leaflet

Zed Fold DL Leaflet

### A4+ Folders

**Economy Folders** 

## **Interlocking Folders**

No gusset & no business card slits

5mm gusset & no business card slits

5mm gusset & business card slits

# Folders with pocket & no gusset

No business card slits

Landscape business card slits

Portrait business card slits

## Folders with pocket & 5mm gusset

No business card slits

Landscape business card slits

Portrait business card slits

# **Pull Up Banners**

Kestrel A3 Banner

Falcon Banner 800mm

Hawk Banner 800mm

Osprey Banner 800mm

Osprey Banner 1000mm

Eagle Banner 800mm

## **Exhibition Wallpaper**

Exhibition Wallpaper 954 x 2340mm roll

# **Pop Up Stand**

3 x 3 Advantage Stand

3 x 4 Advantage Stand

Advantage Stand Case Wrap









