



Supplying your own artwork for print?

Artwork should be supplied with a hard copy or final PDF for proofing purposes.

Document set up

Set artwork to 100% finished size.

InDesign & Quark: single or facing pages with a minimum 3mm bleed.

All unused colours removed. Please ensure that all images, graphics and fonts used in the construction of the document are included when collecting for output (Quark), or packaged (Indesign).

PDFs

To ensure your job runs correctly, we recommend that you produce a high resolution PDF – use **Adobe PDF Preset Option: PDFx1-a:2001**. Documents to be set as single pages. Preferably centered with 3mm bleed on any trimmed edges of a job.

Graphics

Layered files should be flattened before they are supplied. Outline any text used on eps files.

Resolution: at least 300dpi at 100%. Ensure all images are CMYK. Never supply RGB images.

Spot colour: make sure all spot colours have the correct PMS reference name.

Photoshop EPS DCS 2.0 files should be labelled DCS in the file name.

Colours

All unused colours should be removed from the document.

Any artwork with guides e.g. cutter, fold, trim or perf, should be appropriately labelled in the colours palette, using lower case letters.

Fonts

Please supply both printer and screen fonts included in your artwork and linked graphics.

Delivery

ShareFile: your own client zone can be setup upon request.

FTP: details and password supplied upon request.

yousendit: dropbox details and password supplied upon request.

Preferred Media Type

DVD or CD.

Contact

For more information, please contact the Repro department.

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Supplying elements for artwork

Graphics

Resolution: at least 300dpi at 100%.

File format: supply images as independent .psd, .tiff, .eps or .jpeg files. Images should not be supplied embedded into another application, such as Word or Powerpoint.

Logos

Supply as vector images, ideally as Illustrator eps. Any logo supplied in Photoshop, should be at least 300dpi at 100%.

Text

Should be supplied as basic text in Word, Excel or in e-mail format.