

File Specifications

PDF:

We prefer to receive a PDF (portable document format) for all work.

Ensure all colours are converted to spot or CMYK (depending on your job specifications), embed all fonts, ensure all links are updated and are high resolution (prefer 300dpi) images (CMYK, greyscale or duotone, not RGB). Output with a minimum of 3mm bleed and include 'printers crop marks' (bleed marks are not necessary). Save as 'Press Ready' or whatever the 'highest quality' setting available is.

Native File:

We prefer to receive a PDF (portable document format) for all work.

If you would like to also send the native file, so if any corrections need to be made we can easily access the file - please do so, but please also supply a PDF for our reference.

Word, Excel Publisher and Power Point:

We prefer to receive a PDF (portable document format) for all work.

The nature of these file-types allows for movement, font substitutions and missing links when files are opened on another computer.

To ensure what you see on your screen is as close as possible to what we receive, we must have a PDF file. There are many sites on the internet explaining the process of saving your file - or even sites that will convert your file for you, free of charge. If you are having difficulty saving one of these file types as a PDF, please let us know and we will do our best to assist you.

Bleed:

We require a minimum of 3mm bleed on each cutting edge, 5mm in die cut work. Bleed is the continuation of artwork (images/graphics etc) past the cut mark to allow for variations in trimming.

Trim Marks:

We require trim marks (and bleed) on all supplied PDF's. Trim marks should be in 'registration'; a combination of all colours used in a job and set at least 2.5mm away from job.

Sending the file:

We can receive large files, however your service provider may have a limit. If your file is too large to email, you can send a USB, or use a free service like you send it; www.yousendit.com or subscribe to Dropbox (another free service) and share the folder with us.

If you have already shared a dropbox folder with us, drop the file in but also contact us (by email or phone) and let us know it is there. Dropbox does not send email notifications of files uploaded.

Envelopes:

Please allow a 10mm 'no print' gap at the top (the end the flap is on) of the envelope.

"A Printer doesn't come any Greener than this"