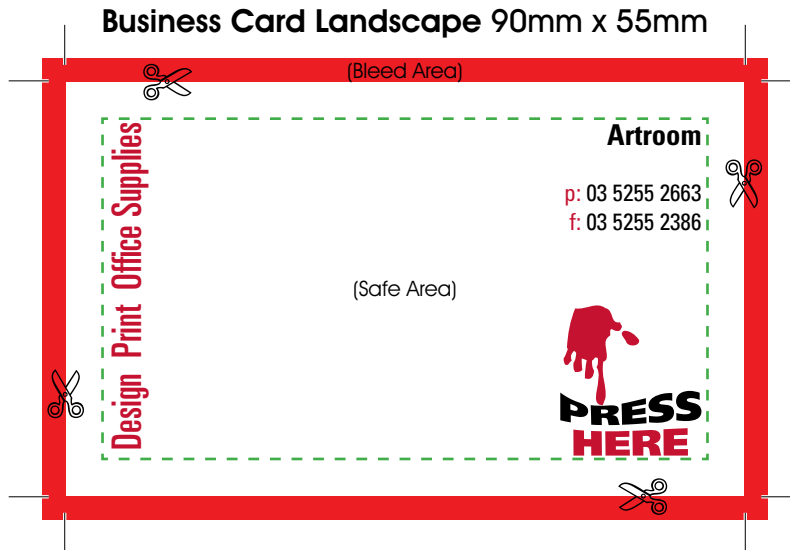


Setting up a file for printing



Bleed (3mm)

The bleed area extends 3mm beyond the edge of your finished document. Colours and images must extend beyond the edge of the document to prevent unwanted white borders around the edge of your finished document. Note that this 'bleed' will be trimmed during the finishing process so ensure that no important details are set up to print in this area.

Safe Area (5mm)

It is recommended that your artwork is at least 5mm from the edge of the page if it is not meant to bleed off the page. Printed borders placed too close to the edge of a page may look uneven when the job is trimmed.

Trim Marks / Crop Marks

Trim Marks are thin lines placed at the corners of an artwork layout to indicate where the paper should be trimmed to after printing.

File Formats

- Please send us a Print Ready PDF with trim marks, 3mm bleed, all fonts embedded or outlined, 300dpi resolution and CMYK colours used.
- All other formats (eg: Word, Excel, Powerpoint or jpg's) supplied will require artwork to be created as these formats are not suitable for print.
- Any file supplied in a different format, other than Print Ready PDF, will incur prepress charges.
- Art can be supplied on Disc, USB stick, Emailed (if file size is less than 10mb) or via Hightail (if over 10mb). See our website for links and more info.

Check List

- Is artwork at correct size and contains trim marks and bleeds?
- Is art supplied as 1 up or as you wish your completed job to appear?
- Is artwork set using CMYK and Pantone colours?
- Are all fonts used embedded or outlined?
- Are multiple page documents supplied in running order? (ie: page1, page2, page3, page4 etc)

Standard Paper Sizes

Business Card	90mm x 55mm	Standard Business Cards
DL	99mm x 210mm	Brochures, With Compliment Slips
A6	105mm x 148mm	Invites, Postcards
A5	148mm x 210mm	Flyers, Notepads
A4	210mm x 297mm	Letterheads, Booklets
A3	297mm x 420mm	Small Posters
A2	420mm x 594mm	Posters, Plans
A1	594mm x 841mm	Posters, Plans

Standard Envelope Sizes

DL	220mm x 110mm
DLX	235mm x 120mm
C6	162mm x 114mm
C5	229mm x 162mm
C4	324mm x 229mm
B4	353mm x 250mm

