

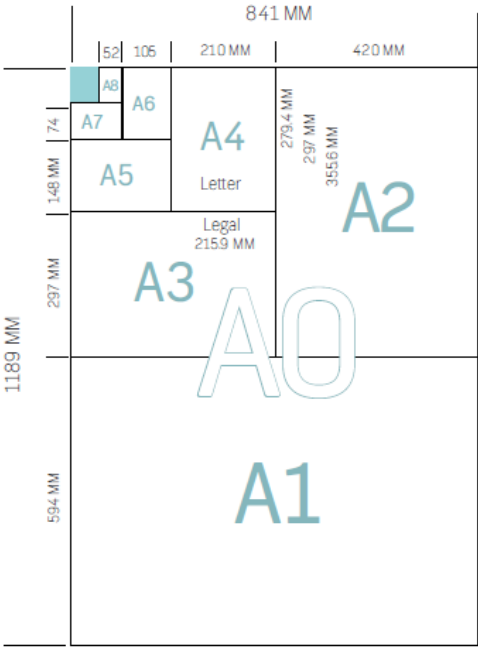
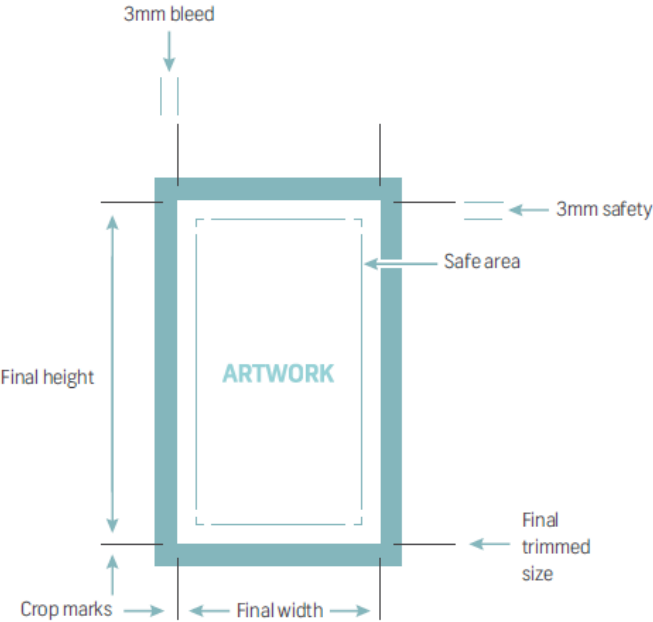
# Printing templates & guidelines

## Setting up your artwork

Please read this before you send through your files. It is important that they are all set up correctly, otherwise you may incur extra costs for us to fix them, which may in turn delay their delivery.

- **Live area – 834mm x 1183mm** - on your artwork is where all the important stuff goes, typically 3mm in from the final trimmed size. We have this as a safe printing area so nothing essential gets chopped off your artwork.
- **Bleed** - is typically **3mm** of extra background on all of the edges (all around). We cut off this excess at the finishing part of printing.
- **Trim – 840mm x 1189** - is the final size of your printed piece once the bleed has been removed. The table below gives the dimensions of standard page sizes.

once the bleed has been removed.



## Checklist for sending files

**IMPORTANT:** If your files do not comply to these specifications, we cannot guarantee that your job will be printed correctly or on time.

3mm of bleed is required for all jobs with a background colour, texture or image. If your artwork is not supplied with bleed, we may ask you to resupply it or will charge you for the time it takes us to correct it.

All digital files must be flattened, i.e. all layers and vector graphics converted to outlines.

#### 1. File format

- PDF is the only preferred file format.
- Multiple files should be supplied as a single PDF file only.

#### 2. Sending your file

- Your file must be under 10MB to be uploaded via the Abstract Portal

#### 3. File naming convention

- File names must contain specific information about the job and be set to the following formula:  
Surname\_Firstname\_abstract number e.g Smith\_John\_29

#### 4. Artwork resolution (dpi)

- Colour raster images should be no less than 300dpi.
- Greyscale raster images should be no less than 800dpi, monochromatic bitmaps should be 1200dpi.
- All images must be embedded in the PDF files and OPI must be inactive.

#### 5. Colour mode

- All colour models should be converted to CMYK mode. If documents are to be printed in CMYK (Process) all colours, which includes RGB and Pantones (Spot) must be converted to CMYK before making PDF files.
- Files supplied as RGB may not be detected and will print not print as vividly. We cannot take any responsibility for any unexpected final product in the event of files being supplied incorrectly as RGB.

#### 6. Bleed

- 3mm external bleed.
- Text margin should be 3mm inside from the trim mark.
- All supplied documents must be built to trim.

#### 7. Line thickness

- Minimum line thickness: 0.25pt.
- Anything less than a hairline will not hold on the press.

#### 8. Trim/crop marks

- All artwork must have crop marks for cutting guidance.

#### 9. Fonts

- All fonts must be embedded, outlined or converted to curves.

- For CMYK colour fonts, the type must be no less than 8pt.

#### 10. Layers

- All layers MUST be flattened.

#### 11. Die-cut lines

- All die-cuts lines must be in vector images, NOT raster images.
- Die-cut lines must be provided in the exact positions as a separate document.

#### 12. Transparency & overprints

- All layers MUST be flattened.
- If a transparency or overprint are to be used in the document, it must be flattened and preserved within the documents.

#### 13. Spot colours

- All Spot Colour jobs must be provided in a spot separation or map to a 100% of a solid separation colour.

### Creating PDF files

**Illustrator:** To create a PDF, you can either “Save as” a PDF from illustrator or “Print to” a PDF file. To Save as: Use the Press Quality preset. Under the Marks and Bleeds tab, check Trim marks. Also in this tab, in the Bleeds section, put 3mm for each of the values. To Print to a PDF: Select Adobe PDF as the printer. Under the Marks and Bleeds tab, check Trim marks. Also in this tab, in the Bleeds section, put 3mm for each of the values.

**InDesign:** To create a PDF, you need to use the File > Export option. Always use the 'Press Quality' preset. Under the 'Marks and Bleeds' tab, check 'Trim marks'. Also in this tab, in the 'Bleed' section, put 3mm for each of the values.

**Photoshop:** Set up your document size to include bleed. E.g. if your final printed piece is to be A7 (74 x 105mm) make your Photoshop document 80 x 111 mm. To create your PDF: Select File > Print then select Adobe PDF as the printer. Click the 'Page Setup' button, in the Adobe PDF Settings tab, select 'Press Quality' in the Default Settings dropdown. In the Adobe PDF 'Page Size' section, you will need to add a custom paper size 10mm larger than your Photoshop document, click 'Add/Modify' and select the new page size you created, click 'OK'. In the 'Position' section, ensure that the 'Center Image' option is checked. The 'Scaled Print Size' option should be 100%. In the 'Output' tab check the corners for 'Crop Marks'. Click 'Bleed' and enter 3mm as the value. Click 'Print' and your PDF will be created.