

# How to Supply Your Artwork



**SYDNEY'S**   
**FASTEST**  
**PRINTER**  
with the only 24hr guarantee!

## THE BASICS



Your file should be set up as follows:

- High Resolution PDF's **ONLY**
- CMYK images 300dpi (NOT RGB)
- Crop marks (See image)
- 3mm bleed (See image)
- All fonts must be embedded or outlined
- Text at least 3mm from trims
- No security settings
- If multi-page document, ensure all pages are the same size and orientation



*These are the trim marks - where the job is cut*

**This is what your document will look like with 3mm bleed and trim marks.**

*This is the bleed and will be cut off.*

### For More Info By Product

- A4 folded to DL.....page 2
- A3 folded to A4.....page 2
- DDL folded to DL.....page 3
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**1300 85 66 24**

# SPECIFIC REQUIREMENTS BY PRODUCT



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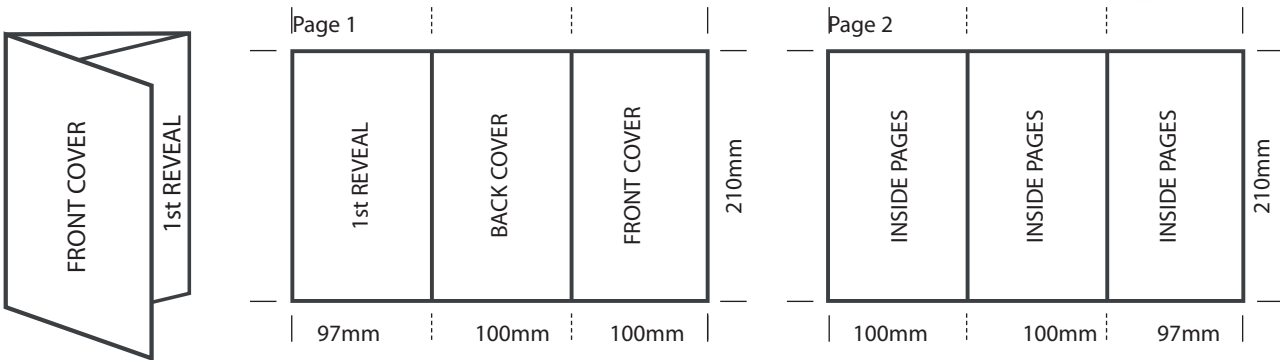
## A4 folded to DL (6pp DL)

There are 2 kinds of folds - Concertina/Z fold and Roll Fold

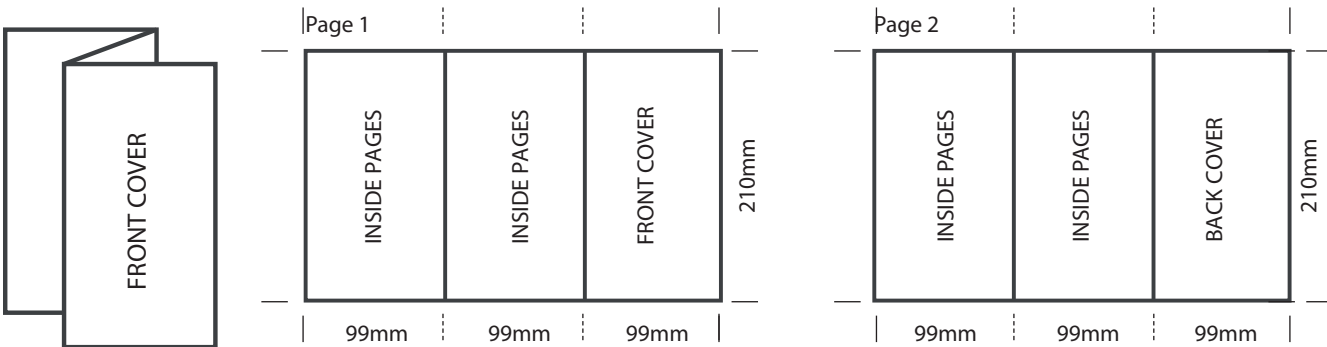
- Open size 297mm x 210mm      Folded size 99 x 210mm
- Your file should be set up with 2 pages only as follows
- Allow 3mm bleeds and crop marks
- Put fold marks outside the trims to show us where it should fold



### OPTION 1 - ROLL FOLD - Finished size 210x297mm

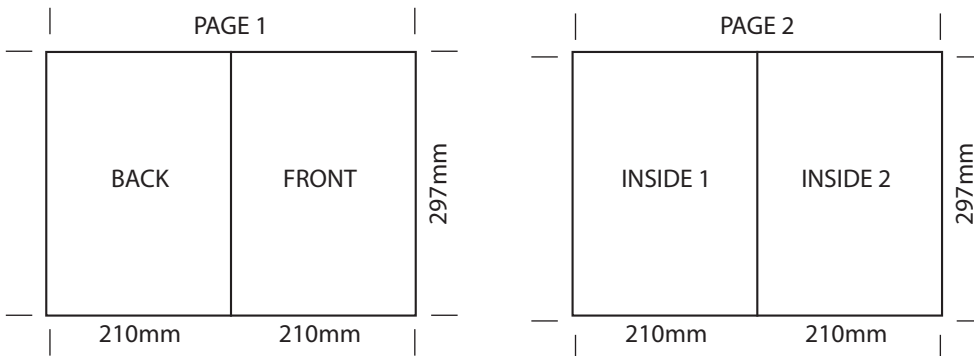


### OPTION 2- Z FOLD/ CONCERTINA FOLD- Finished size 210x297mm



## A3 folded to A4 (4pp A4)

- Open size 420mm x 297mm      Folded size 210 x 297mm
- Your file should be set up with 2 pages only as follows
- Allow 3mm bleeds and crop marks



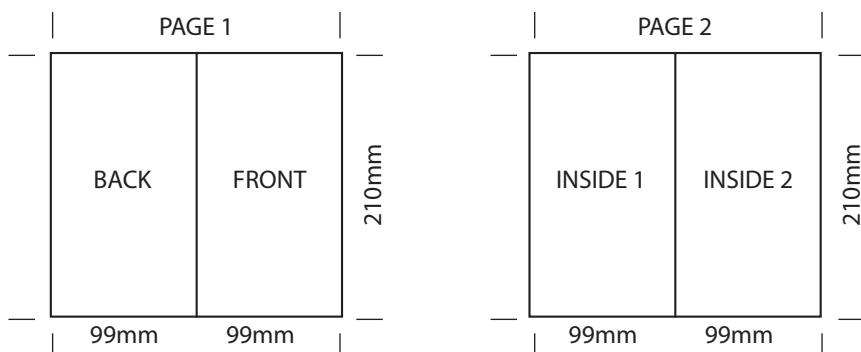
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## SPECIFIC FILE SET-UPS

### DDL folded to DL (4pp DL)

- Open size 198mm x 210mm      Folded size 99 x 210mm
- Your file should be set up with 2 pages only as follows
- Allow 3mm bleeds and crop marks



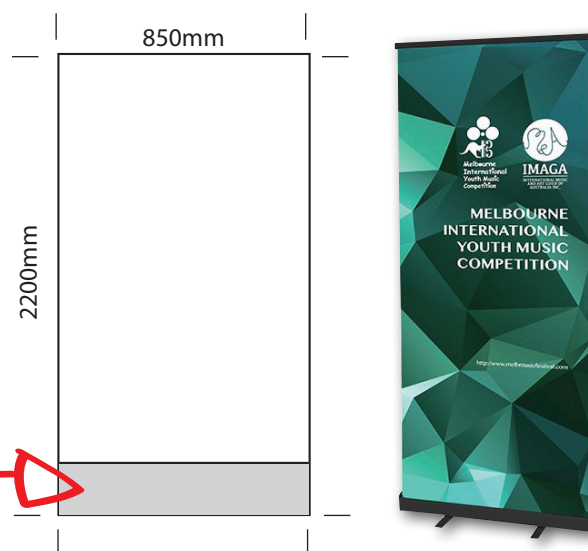
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### Pull Up Banners

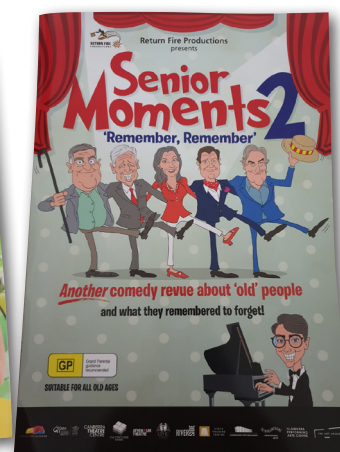
- Finished size is 850mm x 2000mm.
- However the artwork should be set up to 850mm x 2200mm. The bottom 200mm will be lost in the mechanism of the banner but to ensure that you don't see any plain material at the bottom of your banner, it is important to ensure you set up your file as requested.
- The bottom 200mm should be kept clear of all text, logos and anything important.
- Please include crop marks and 20mm bleed all around.

*The grey area free from logos and text.*



### Booklets

- Please supply as single pages - NOT spreads.
- The booklet will be printed with the number of pages that you include in your pdf.
- The booklet will be printed in the order of your pdf.
- Please allow at least a 15mm margin on the binding edge to ensure your text is not lost in the binding
- Allow 3mm bleeds and crop marks throughout



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## SPECIFIC FILE SET-UPS



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### Business Cards with a special Finish

#### SPOT UV/ Gold Metallic /Silver Metallic and Scodix

- Preferred Business Card size is 90x55mm.
- Allow 3mm bleeds and crop marks

When ordering any of our special finishes including Spot UV, Gold or silver metallic or scodix, we require a 3 Page high resolution PDF with trim marks and bleed.

Page 1 will be the Business Card side which requiring the Spot UV, Metallic or scodix to be applied. This page is cmyk only - no special ink

Page 2 will be the Reverse side of the Card. Cmyk only - no special ink

Page 3 should be Spot UV ONLY - no cmyk colour here (set as a spot colour marked Spot UV or Gold or Silver or Scodix). It should be set to overprint

#### Things to keep in mind:

Scodix and metallic colours cannot bleed off the page. It needs to be at least 3mm in from the edge of the page.

For best results, it is best to avoid small text, thin lines and intricate designs. These products are quite thick and tend to fill in if you try to do something too detailed. Keep your designs simple for best results.

#### Whats the difference between spot uv and scodix?

Scodix is a thicker product that can spread a little - kind of like nail polish. It will sit more raised on the page.

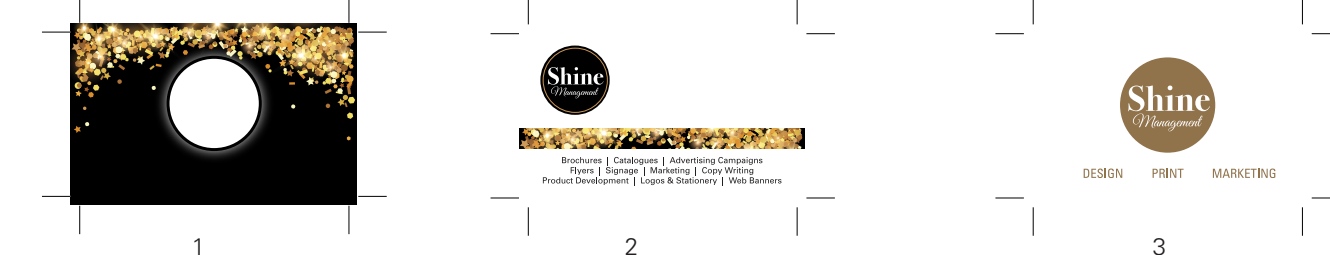
Spot UV is still glossy but thinner and will sit flat on the page.

Scodix is fast overtaking spot uv as the go to product for a premium look.

Here is an example of what to supply for scodix or spot uv. The third page which is currently pink will overprint what is on the first page.



If setting up for metallic, please leave off the gold on the first page and put it on the third page. This becomes the gold plate and is overprinted over the cmyk



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## FAQ'S & HELPFUL HINTS

### What if my document is double sided?

- Supply one pdf with two pages in it.

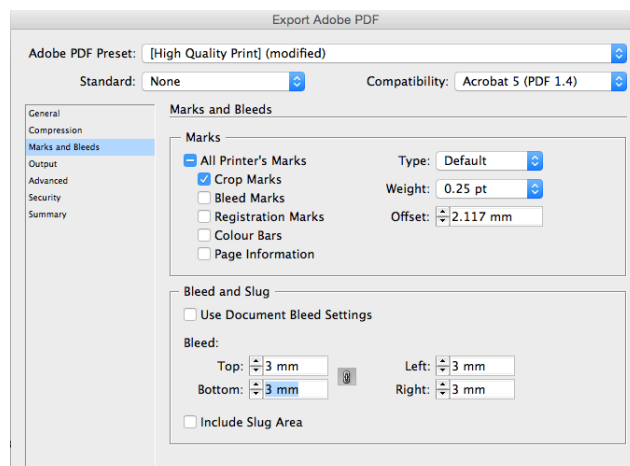
### What if I am printing a booklet?

- Supply in order of how it is to be printed.  
ie. one pdf file with all the pages in the relevant order.
- Single pages with crop marks and bleed.
- Do not supply as spreads.

### What are the steps to produce a pdf from Indesign? (this is the preferred program)

1. "File Menu" - select "Export".
2. In the window that pops up, make sure that you are saving as a pdf and save your file.
3. Another window will now pop up... at the top where it says "Adobe PDF Preset" select "High Quality Print".
4. On the left hand side select "Marks & Bleeds". Under "Marks", check only the "Crop Marks" box.  
Under "Bleed & Slug", put a value of 3mm in where it says "top, bottom, left and right".
5. Click "Export" and you are done.

*Like this...*



### What are Trim Marks?

- Trim marks accurately tell us where your job should be cut.

### What is Bleed and why do you need it?

- A full bleed job is when your document has an image or graphic that goes right to the edge of the page. When a guillotinist cuts on your trim lines, there is an acceptable industry standard of movement that is allowed of up to 3mm.

### What if my file doesn't bleed to the edge?

- You still need to supply the trim marks so we know where to cut your job.

**Please ensure all of your artwork is in cmyk and all images are high resolution.**



#### *Please note:*

*We have a team of highly accomplished graphic designers, who may be able to fix your artwork for a small fee if you are unable to provide press-ready files. This however, may delay your print job. Contact us to discuss how we can help you.*

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