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

How to Supply Your Artwork

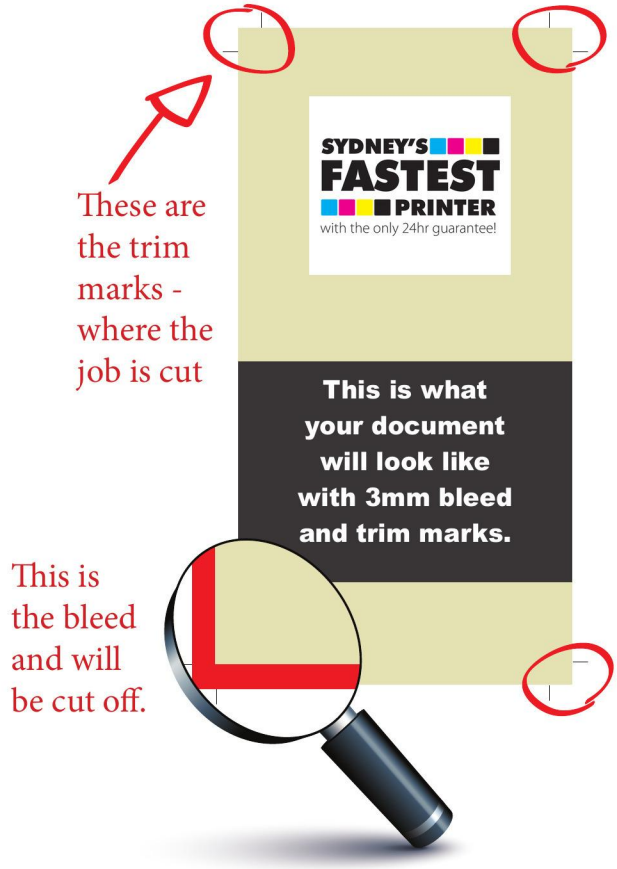
THE BASICS

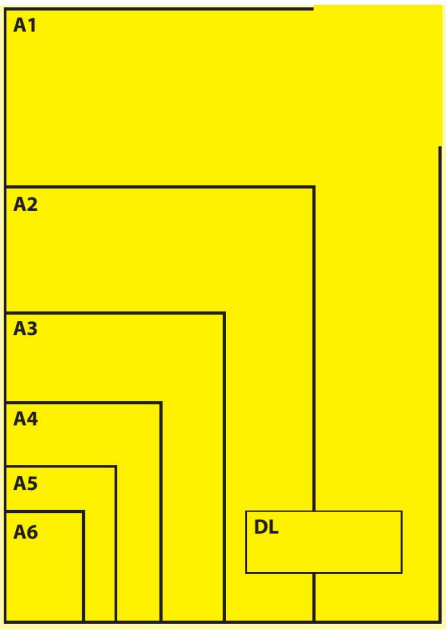


All artwork must be supplied press-ready by the customer. The following requirements are mandatory and are not checked in detail by our production team.

Your file must be set up exactly 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





DL	210x99mm (1/3 of A4)
A6	105mmx148mm
A5	148mmx210mm
A4	210mmx297mm
A3	297mmx420mm
A2	420mmx594mm
A1	594mmx841mm
A0	841mmx1189mm

For More Info By Product

A4 folded to DL.....page 2
A3 folded to A4.....page 2
DDL folded to DL.....page 3
Pull Up Banners.....page 3
Booklets.....page 3
Special Finishes.....page 4
FAQ's.....page 5
Canva .....page 6

Confused?
Can't Supply Correctly?

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Unless clearly specified in writing, we will print files exactly as supplied, including orientation, folding method, page order, and reading direction.

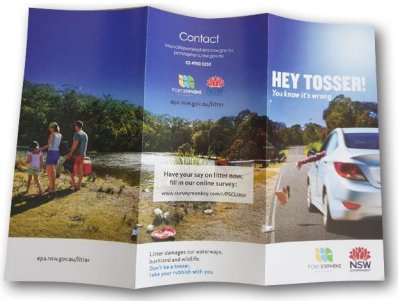
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SPECIFIC REQUIREMENTS BY PRODUCT

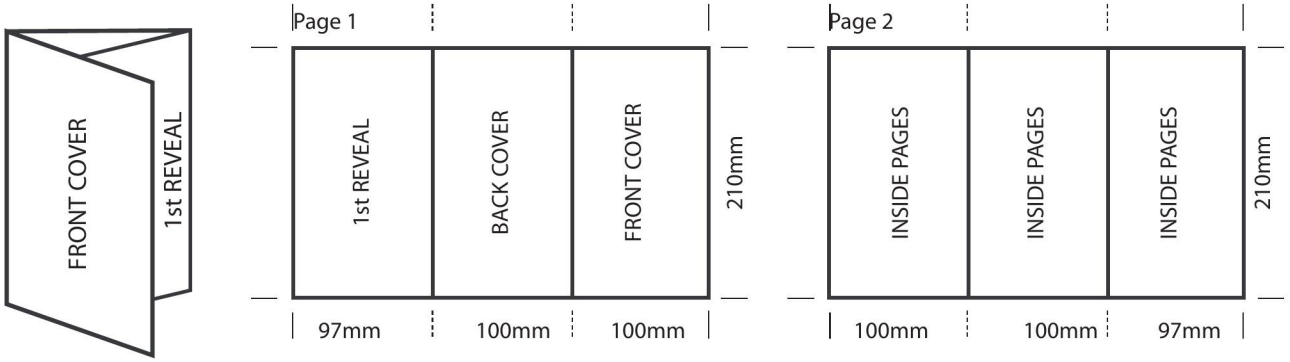
A4 folded to DL (6pp DL)

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

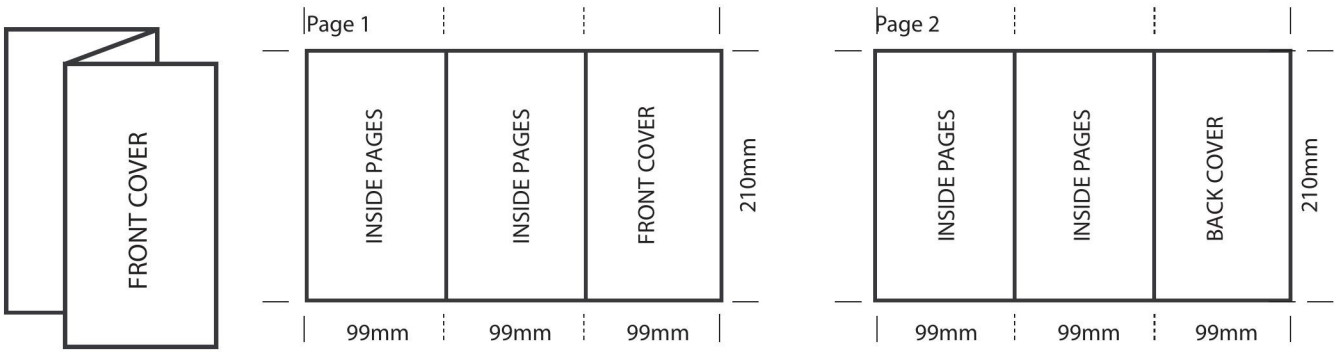
- Open size 297mm x 210mm Folded size 99 x 210mm
- Your file should be set up with 2 pages only as follows
- Allow 3mm bleeds and crop marks
- Put fold marks outside the trims to show us where it should fold



OPTION 1 - ROLL FOLD - Finished size 210x297mm



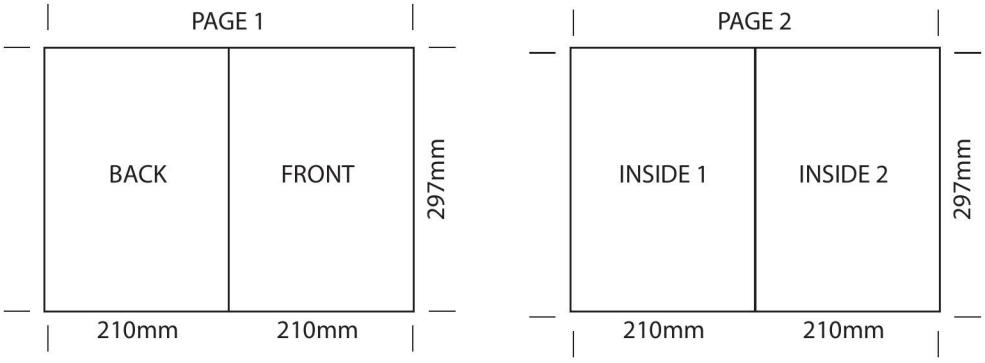
OPTION 2- Z FOLD/ CONCERTINA FOLD- Finished size 210x297mm



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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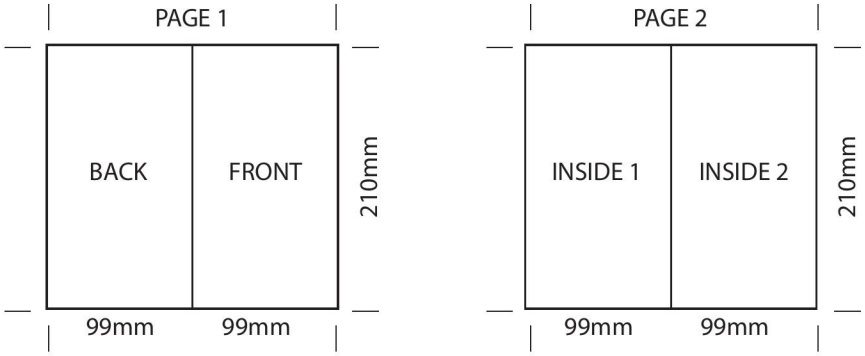
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SPECIFIC FILE SET-UPS

DDL folded to DL (4pp DL)

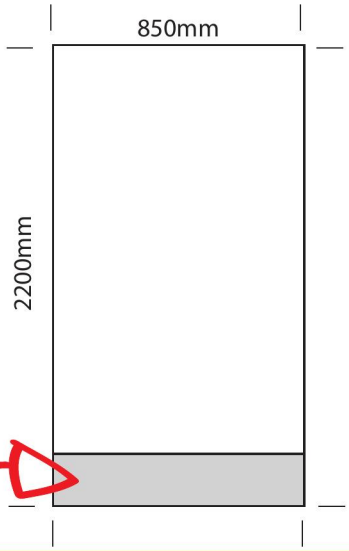
- Open size 198mm x 210mm Folded size 99 x 210mm
- Your file should be set up with 2 pages only as follows.
- Allow 3mm bleeds and crop marks.





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.





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

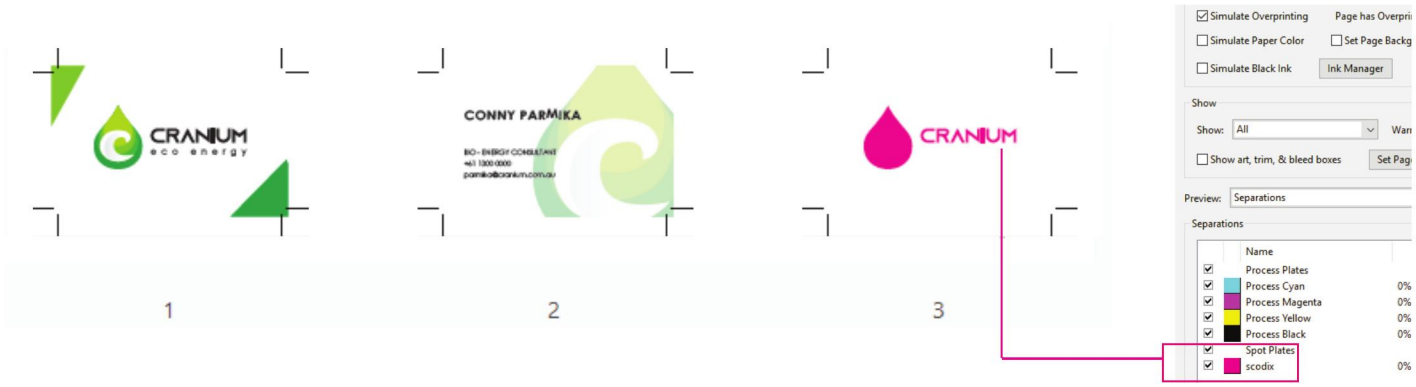
- Preferred Business Card size is 90x55mm.
- Allow 3mm bleeds and crop marks

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 inticate 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 too 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

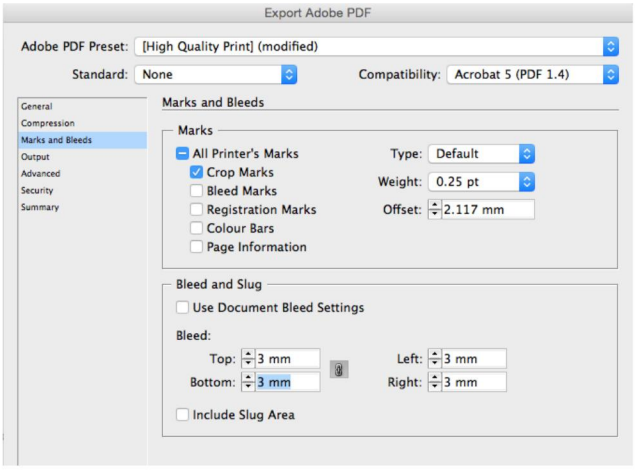
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What if my document is double sided?
- Supply one pdf with two pages in it.

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)

Like this...



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.

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.

All artwork must be supplied in CMYK with high-resolution images suitable for commercial printing.
Files not meeting these requirements may result in poor print quality.

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Please note:

We have a team of highly accomplished graphic designers who may be able to assist with artwork corrections for an additional fee. Any artwork changes or fixes will affect production timelines and void express or guaranteed turnaround times. Contact us to discuss how we can help you.

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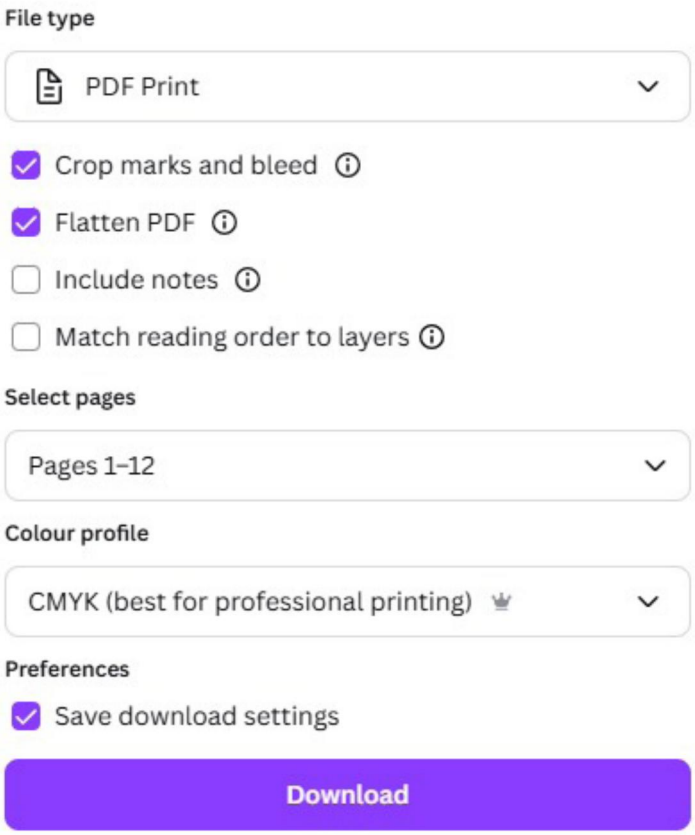
CANVA

Please note that WE DO NOT accept files from Canva ALL FILES must be converted to PDF.

We strongly advise producing your print files in Adobe.
Adobe Indesign or Adobe Illustrator is the industry standard. These also need to be sent to us as a high resolution PDF.

If you do decide to go ahead and prepare your file in Canva, when you convert to pdf please do the following:

- Tick the crop marks and bleed box.
- Tick the flatten pdf box.
- Choose the CMYK (best for professional printing) option.



Note: Files exported from Canva may still produce unexpected print results. The customer is responsible for ensuring suitability for commercial printing.

IMPORTANT – PLEASE READ
While these guidelines outline how files must be supplied, we do not check image resolution, colour accuracy, colour intent, layout logic, orientation, spelling, or content. Files that meet these specifications may still produce unexpected results if images are low resolution, incorrectly coloured, or not suitable for print. This responsibility remains with the customer.

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