FILE FORMATS

Regardless of what software is used to create your artwork, your final artwork file should be exported to a print-ready file format at an appropriate size, in the correct colour mode and featuring sufficient bleed area around the edge.

It is important that your file is not too small. An image that appears fine on screen may lose quality when printed full size.

Artwork can be uploaded via our website or sent to us via any free online artwork uploader such as WeTransfer or MailBigFile.

If for any reason you find you're unable to upload your file, you can call us on 01387 266992 to advise you on an alternative way for you to supply your file.

PDF

We require all artwork to be supplied at high resolution (300dpi). It is important that you prepare your PDF file in the correct way. These options must be set for printing:

Resolution
Choose High Resolution
Compression Settings
For colour and greyscale this should be downsampled to 300dpi with "auto compression" set on high
Font Embedding
Should be set to "embed all fonts"
Colour
This needs to be set as CMYK not RGB (RGB artwork will be converted to CMYK and this could affect your colours)

IN-DESIGN

Please ensure all fonts and pictures used in your artwork are supplied to us in a separate folder using the "package" function under the "file" menu. Use a compression tool to Zip your file before sending it to us.

Please include a PDF to allow us to check that no elements are been moved or omitted in the final artwork.

ILLUSTRATOR

Include all embedded images and convert all text to outlines. Save as an EPS file.

PHOTOSHOP

Set Resolution to 300dpi when starting your new document. Save the file as either TIFF or JPEG.

CANVA

We are unable to accept raw Canva files or low resolution files exported from Canva. If you have produced your artwork in Canva or an equivalent online design tool, files must be saved as a **high resolution PDF file only** due to the standards we require for high quality printing.

OTHER FILES

Other files not listed above must be saved either as an EPS or JPEG.

If you need us to make changes to your file (JPEG / EPS), we will require you to re-supply new artwork as either a PSD, PDF or AI file as we are unable to make changes to flattened images (JPEG / EPS / TIFF).

MICROSOFT DOCUMENTS

Word/ Excel/ Powerpoint/ Publisher

As these applications aren't designed to prepare print-ready artwork, we recommend you avoid them in favour of dedicated design software.

However, if you're unable to create your artwork in any other program, it is possible to convert your Microsoft document into a print-ready PDF.

Below is a link to a free and easy-to-use website that can convert most image files into a usable PDF.

www.ilovepdf.com

When you convert a Microsoft document into a PDF, it's important to check that the colours still appear correct, that all text and design elements are present and that the image resolution is sufficient for print.

COLOUR

Any artwork that's intended for print should be created in (or converted to) CMYK – not RGB. That's because CMYK files achieve colours by mixing Cyan, Magenta, Yellow and Black in the same way that printers mix inks to achieve colours on the page.

TRIMMING & BLEED

It is essential that there is 3mm bleed around your artwork to account for very slight variances during the trimming process.

For example, an A5 size product is 210 x 148 mm.

In order to supply artwork for this product, your file would need to be 216 x 154 mm

Any background colours or designs would need to extend right to the edge, however any text must be a safe distance from what will be the trimmed sized.

CROP MARKS

Adding crop marks to your artwork is not necessary. If you have experience designing for print, by all means, add them as correctly placed crop marks can save time and help us align your design.

However, as long as the artwork is supplied at the correct dimensions with at least 3mm bleed on all sides and more bleed for larger documents such as signage or posters. We'll be able to set it up for print without crop marks.

If you are supplying artwork with crop marks, please offset the crop marks by more than the bleed value.

MULTI-PAGE PRODUCTS

Where your print product runs over several pages, we require a single PDF file in the order you'd like it to print, with the front cover on page 1 and the back cover on the last page.

PAGE ORDER

When supplying artwork for multi-page documents such as Stapled Brochures, there's no need to work out which pages will sit opposite each other.

Do not send files in Printers' Pairs as we prefer to receive your pages in order in the method outlined above.

WIROBOUND BROCHURES

Please allow at least 10mm allowance on the edge of the artwork that will be wirobound as less than this may lead to some of the artwork being "chopped off" and obscured by the wires.

NEED HELP?

Following these guidelines ensures that there will be no delays with your printing.

If you have any problems, please don't hesitate to call our team on 01387 266992 who will be more than willing to advise.