

ARTWORK GUIDE :

PROCESS COLOUR :

Ensure **all black text and fills** have the colour **value C0 M0 Y0 K100**. Try to keep **text below 12pt** in black whenever possible, as small coloured text may not look as sharp once printed. Large solid areas of black can be 'beefed up' with the addition of 40% Cyan (C40 M0 Y0 K100) resulting in a deeper looking black known as 'rich black'.

All artwork supplied must be based in CMYK unless a spot/pantone colour is also specified.

PRINTING RESOLUTION :

When scanning images for print, please ensure that they have a **resolution of at least 300dpi**

SUPPLYING FILES :

The artwork should be in **Press ready PDF (font embedded) format in CMYK** with **minimum 300dpi resolution**. We process **only in CMYK format**. If you supply files that are RGB or unspecified spot/pantone colours they will automatically be converted to CMYK, this can slightly change colours as they may appear different from what is seen on screen.

PAPER SIZE AND BLEEDS:

Bleed : Make sure there is **3mm bleed around the finished artwork**. (Example: A4 page:216x303mm trim: 210x297mm) Bleed is required to allow for the tolerance of Guillotines used in the finishing/cutting of the job and eliminate any margin of error. - 4mm clearance from trim size for all important elements – text imagery etc.

GUIDE TO SIZES:

size	millimeters	inches
DL size	99 mm x 210 mm	3.897 in x 8.267 in
A7 size	74.25 mm x 105 mm	2.923 in x 4.133 in
A6 size	105 mm x 148.5 mm	4.133 in x 5.846 in
A5 size	148,5 mm x 210 mm	5.846 in x 8.267 in
A4 size	210 mm x 297 mm	8.267 in x 11.692 in
A3 size	297 mm x 420 mm	11.692 in x 16.535 in
A2 size	420 mm x 594 mm	16.533 in x 23.385 in
A1 size	594 mm x 841 mm	23.385 in x 33.11 in
A0 size	841 mm x 1189 mm	33.11 in x 46.811 in