

# Print Support



The easiest and fastest way to send us your files is through PDF technology. Not only are the files complete (with no missing fonts or links) but they hold true colour management, trapping and open pre-press information. The files are so small in size that it is a breeze to send them over the internet via our ftp and e-mail services - without any loss of quality or data.

## » To begin with

- Trim:** Always include trim marks (trim area is the final size of your print job).
- Internal Bleed:** We require 3mm of internal bleed on all files (5mm on all booklets) – that means you need to keep all your important information away from this area.
- External Bleed:** We require 3mm of external bleed on all files (5mm on all booklets) Your job is printed on a larger sheet than its finished size and then trimmed to size. External bleed is the area extending past your trim area and allows for a small amount of movement that may occur when your work is being cut to size.

## » Always outline or embed your fonts

Outlining or embedding the fonts that you use in your files means we can print them even if we don't have those particular fonts installed on our computers and they will look exactly the way you want them to.

## » Supply in CMYK mode

Make sure all colours are nominated correctly as PMS or CMYK and are relevant to the job you are submitting.

## » Folding

We recommend that you include the scoring option on all folded jobs to minimize cracking. Fold panels for A4-DL should be set from left to right 97-100-100 (outside) and 100-100-97 (inside).

## » Booklet Creep

Page creep will occur on booklet jobs. To help with finishing all page numbers and non bleed image and text should be kept at least 10mm from the trims. We advise you allocate a 5mm bleed on all booklet jobs.

## » Blacks

Solid black areas should be made up of 30% Cyan, 30% Magenta, 30% Yellow, 100% Black to give a strong deep colour.

## » Resolution

All images must be saved in CMYK at 300dpi (120dpcm).

## » Envelope

Artwork for printed envelopes must have an 8mm gutter to the edge of the artwork and can only contain 2 PMS colours.

## » Send files

If you wish to send your files by FTP please contact our office to set up an account.

BC	54 x 90mm
DL	98 x 210mm
A7	74 x 103mm
A6	103 x 148mm
A5	148 x 210mm
A4	210 x 297mm
A3	297 x 420mm
A2	420 x 594mm
A1	594 x 840mm

## Envelope

DL	110 x 220mm
C5	162 x 229mm
DL+	120 x 235mm
C4	229 x 324mm

A Flexe Group Company

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