

SUPPLYING ARTWORK FOR PRINT

Basics The most preferred file format for print ready documents is **PDF**. PDFs preserve all content in its original, desired state. Thus all fonts, colours, images and layout remain in tact. Please note that PDFs are not meant to be opened or modified once they have been created - changes can only be made to the original files and then re-exported as a PDF.

If you are using Microsoft software (Word, etc) it is essential that you convert these to pdfs before sending them to us - supplying artwork in Word allows elements to move and go missing, and we cannot be held responsible for errors when supplied in this format.

Documents must be supplied at correct standard sizes (see below), ie: A4 not letter (a US standard size). Please check your sizes before supplying them. Custom/incorrect sizes will incur extra setup charges.

All documents must be supplied in **CMYK**. Documents supplied in RGB will be likely to print colours slightly off target.

All documents and images should be supplied at **300dpi**.

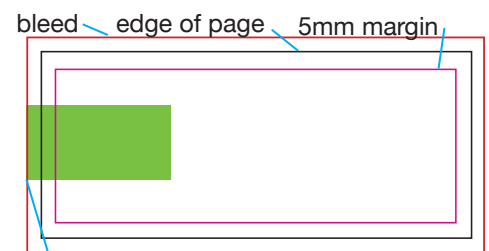
Documents with facing pages (books, booklets etc) should not be exported with or as spreads (two pages side by side). Always supply such documents with individual/single pages.

Bleed If your document has content that reaches the edge of the page, you *must* supply bleed. This means that photos, colour blocks and the like must be stretched to reach the 5mm bleed guide on your document.

InDesign: In setting up your document make sure it has 5mm bleed in Document Setup, this should create a red guide line around the edge of the document. To export a PDF with bleed, go to File > Export... In the dialogue box select Press Quality and in the menu to the left, go to Marks and Bleeds and make sure that 5mm bleed is being exported. It is handy to save a PDF preset with press quality and bleed.

Illustrator: Similar to InDesign, save the document as a PDF and follow the above instructions in the PDF dialogue box.

Canva: To export as a pdf with bleed, click download. File type: PDF print, tick crop marks and bleed. Change colour profile to CMYK (best for professional printing). Then click 'Download' and save your file.



Colour block has been stretched to the bleed line



Text A text body in black should **NOT** be in registration black.

Registration black contains all four colours when printing (Black, Cyan, Magenta, Yellow), and in the process of offset printing it makes it extremely difficult to print, and uses more ink than necessary in laser or digital.

Never have text within 5mm of the edge of the document.

Always proof read your documents, or have someone else read it for you. **When a document has been supplied to print, it is assumed that it is ready to print and already proofed.** Printeries cannot accept responsibility for incorrect documents.

When using non-standard fonts (downloaded, purchased etc) it is best practice to create outlines, this minimises the risk of errors occurring and fonts going missing.

Size Term	Dimensions (mm)
A0	841 x 1189
A1	594 x 841
A2	420 x 594
A3	297 x 420
A4	210 x 297
A5	148.5 x 210
A6	105 x 148
A7	74 x 105
DL (third of A4)	99 x 210
Business Card	90 x 55

At Quick Print we are more than happy to check and give feedback for artwork to help ensure that it is print-ready. Please get in touch with us if you have any queries or concerns.

QUICK ARTWORK CHECK LIST

WHAT TO CHECK BEFORE SENDING:

- ☐ Saved as a PDF
- ☐ The document has been saved to the correct size (see pg 1 for sizing guide)
- ☐ The document has 5mm bleed with crop marks
- ☐ The colours are set as CMYK
- ☐ The document has been supplied at 300dpi
- ☐ You have proof read the document and all information/ details are correct

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