

# PREPARING FILES FOR PRINTING

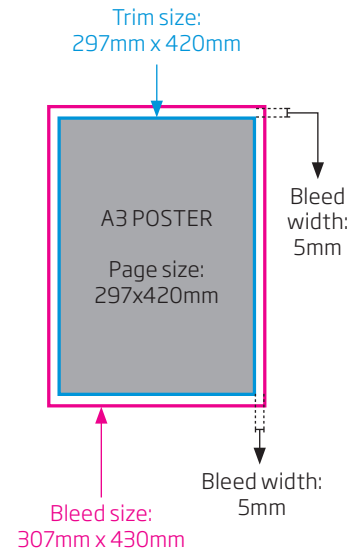
## STANDARD SIZES:

- **DL flyer** – 99mm x 210mm
- **DLE flyer** – 297mm x 210mm (folded into 3 panels)
- **Business card** – 55mm x 90mm
- **A6 page** – 105mm x 148mm
- **A5 page** – 148mm x 210mm
- **A4 page** – 297mm x 210mm

## POSTER SIZES:

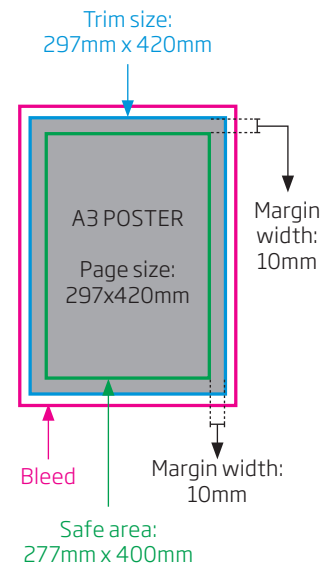
- **A3** – 297mm x 420mm
- **A2** – 420mm x 594mm
- **A1** – 594mm x 841mm
- **A0** – 841mm x 1189mm

*Custom sizes and printing on special paper may incur extra costs.*



## FILE PREPARATION

1. Please ensure your **file measurements** are correct, **to the size and orientation** you need it printed, e.g. if you need an A2 sized poster, please ensure your original file is sized to A2 (and not A4).
2. If your design/image goes to the edge of the page, please ensure you have a minimum **5mm bleed** (extra) around each file edge, e.g. for an A3 poster, with bleed included should measure 307mm x 430mm.
3. If your design or image does NOT go to the edge of the page, please make sure you still have a **minimum 10mm page margin** within the printable area.
4. **Page numbers** that are within 5mm of any edge may be cut off during the trimming process, so please ensure they are at least 10mm within the page border.
5. When you are ready to save the file, please save it as a **print-ready pdf file with crop marks and bleed**, so we can print the image background right over the edge of the page and trim it accordingly (this is to avoid a white line along the trim).
6. For all images to be printed, we recommend using the highest resolution with a minimum of 300dpi (dot per inch) at actual size (if printing a full sized A3 image, your image should be 300dpi at 297mm x 420mm). **IMPORTANT:** Most images taken off the internet are at low screen resolution 72dpi and may not print clearly. Please check the file dimensions to ensure they are large enough to print, as we cannot increase the clarity and sharpness of a low-resolution image.

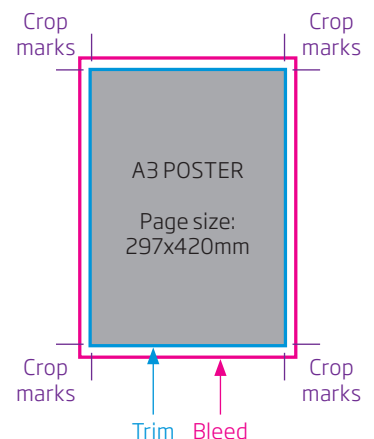


## FONTS

1. If using special fonts, please **convert all fonts to outlines** if possible, to avoid font compatibility issues. If this is not possible, please ensure your file is saved as a pdf to ensure fonts are flattened and non-editable.
2. Please do not use font sizes smaller than 8 point for printing to ensure legibility, unless using on business cards or terms & conditions/footnotes on flyers.

## COLOURS

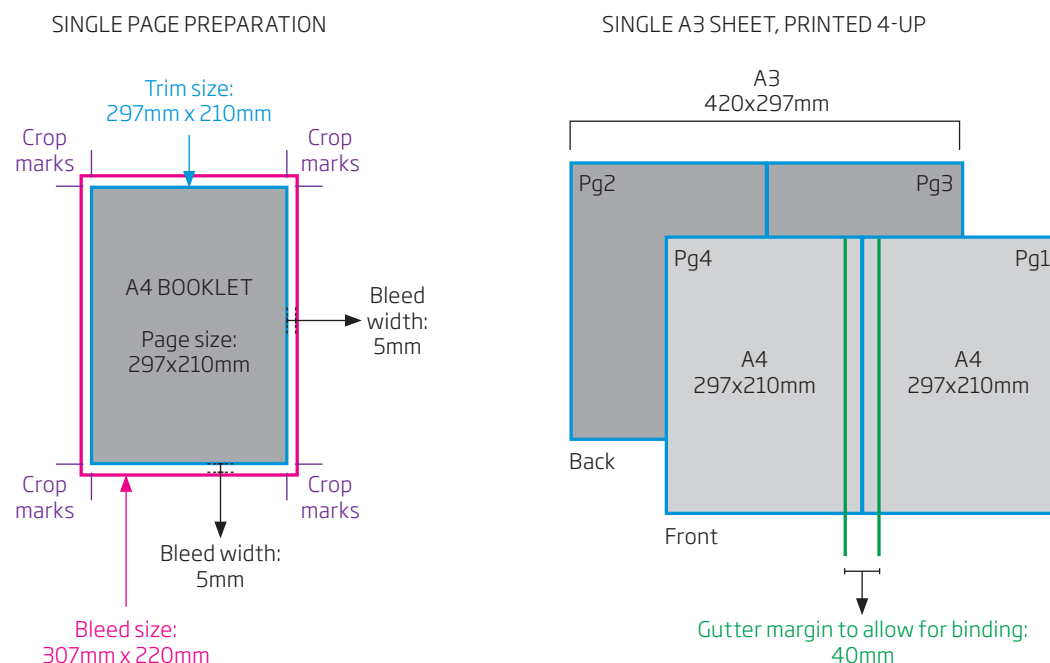
Please ensure files are set up in **CMYK** mode, not RGB. CMYK is for printing, and RGB is for screen. Screen colours cannot be replicated and your images may turn out duller than expected. To avoid this, ensure all images are converted to CMYK prior to printing. For black and white printing, you can save your file in Grayscale mode or CMYK.



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## BOOKLETS

1. **Booklet with staples on the side:** Please allow a minimum 15mm margin inset all round your page size. Total page numbers should be even and should always be 4-up (8, 12, 16, 24, 28 pages etc.) as each sheet that is printed accounts to 4 single pages. If files supplied are not 4-up, we will add blank pages to ensure the total is 4-up, this may affect your final design.
2. **Booklet with wire/plastic spiral binding:** You will need a larger centre margin to accommodate the width of the spiral binding. Please create a 40mm gutter in the middle to allow for binding – that's 20mm each side of the centre fold of your page.
3. When saving as a print-ready pdf, please save as **single pages with crops and bleed**. Do not save as spreads (2 pages next to each other). We will set your file up to print as a booklet.



## PAPER

If printing on your own special paper, please bring along minimum 5 extra sheets to account for any file setup mistakes, test prints or colour calibration.

## EXTRA CHARGES

Test prints will be charged out at standard pricing. If your item is a custom size (non-standard paper size), there will be extra charges for manual trimming.

## BULK SUBMISSION

To ensure items are printed on time, it would be advisable for tutors to co-ordinate their students for a **bulk class submission** rather than individual submissions over the counter. It is also advisable for the tutors to oversee the final files before printing to ensure there are no formatting mistakes.