

## File Types

We accept many types of files. **PDF is preferred.** While we do accept files from Microsoft Office applications (*Word, Powerpoint*), we cannot guarantee the desired output.

## PDF Options

Make sure all objects, such as fonts and pictures, are embedded in the PDF.

## Bleed

Bleed should always be added (between 3-5mm) where artwork would meet the edge of the page (usually background colour) - also 'Crop Marks' should ideally be added to ensure the job is cut-down accurately. If your artwork meets the edge of the page but has no bleed we will cut 1mm into your job. Bleed is not necessary if your artwork does not meet the edge of the page.

## Font Size

Font sizes **below 8pt** can become difficult to read. **10-11pt** is recommended for most documents or 'body text'.

## Picture Resolution

Image files or photographs should ideally be 300dpi.

## Proofing

A free printed proof can be supplied if requested.

## Colour Matching

Every printing press is different and colour can even vary between runs of the same artwork. However, we can attempt to match colours if a suitable sample is supplied.

## File Size

Files should be as small as possible without compromising on quality. Files larger than 20mb will not go through our email system.

## Things To Avoid

Avoid using borders, especially for double-sided artwork. It is difficult to register both sides perfectly and there is often a little movement when paper travels through the press. Be aware that your border may not be consistent throughout the finished product.

Avoid using very thin fonts as this may cause legibility problems.

Try to avoid using large areas of overly dark colours. This makes for high toner coverage which may result in the surface print buckling or curling or, particularly in double-sided print, pages sticking together.