

# DOCUMENT SET UP GUIDELINES

## SUPPLYING OF ARTWORK IN ADOBE INDESIGN/ILLUSTRATOR/PDF

- We are currently running the latest Full Adobe CC Suite for Mac & PC.
- Artwork should, ideally, be set at 25, 50 or 100% (update your naming convention to include % scale). If you are supplying artwork set to a cutter guide, please make sure you have applied bleed where needed and also left any print free areas as per the cutter.
- Either supply any required fonts, if possible, or convert to outline.
- Make sure you supply a minimum of 3mm Bleed to all edges. (Preferably 5mm Bleed) With crop marks offset by 5mm.
- Ensure artwork is supplied as quoted, for example 4 Colour, 4 Colour+1 etc.
- Check all illustrator/Vector files for overprints and knockouts that you do or don't want. Paying particular attention to white elements of the artwork.
- Check all linked images: resolution, corruption, colour space (CMYK), overprints, knockouts, paths, colour profiles etc.
- Image resolution is dependent on the finished size of the job, but as rule of thumb 300dpi will achieve the best results.
- File compression can be set to medium/high so as not to lose definition and also create a reasonable file size.
- 'Collect for output' is the easiest way to make sure you supply us with all of the files needed to produce the job on press. • Please be aware of linking/embedding images at the correct size, resolution & colour space (CMYK). Oversized images can result in very large file sizes and lengthy RIP times which can slow production. Embedded images are not always editable so make sure of size, resolution, colour space etc.

## SUPPLYING ARTWORK IN ADOBE PDF

- If supplying artwork in pdf our ability to manipulate these files is restricted. Ideally please if possible, supply the original 'open' file as well as any PDF.

## SENDING ARTWORK

- Files should be clearly labelled with the job description and or P.O Number, % Scale and finished trim size.
- Your usual JCT point of contact should then be emailed notification/file transfer link.
- Large file size images should always be supplied as eps files with jpeg compression.
- EMAIL - Maximum file size 5mb. We recommend using Stuffit to compress files into one archive, this prevents possible file corruption.