Artwork guidelines and useful tips:

BEFORE SENDING US YOUR ARTWORK, HAVE YOU?

- Checked the paper size is correct?
- Set your colours to CMYK?
- Made sure your images are 300dpi?
- Added a 3mm bleed and crop marks?
- Embbeded your fonts?
- Saved your artwork as a PDF?
- Included images and fonts in a separate folder?
- Proofread your document?

FILE FORMATS WE ACCEPT

Press ready PDF's are the best format for you to provide your artwork. For best results, please make sure your images are at least 300dpi and all colours are CMYK and fonts are embedded.

We also accept artwork created in any of the following software packages: Adobe Illustrator, Adobe Photoshop, QuarkXpress

CANVA & MICROSOFT DOCUMENTS

Unfortunately, we're unable to use the following formats for printing: Word, Excel, Powerpoint, Publisher, Works and Canva. PDF's created from these programs can also be problematic.

As these applications aren't designed to prepare print-ready artwork for commercial printing, we recommend you avoid them in favour of dedicated design software.

PLEASE NOTE: An additional (artwork fixing) charge may need to be applied if any of these files are supplied.

PAPER SIZE

Please set up the page size of your document at the exact size that you wish your job to print. Do not supply artwork floating on a larger page or include multiple items on the same page.

BLEED & CROP MARKS

Bleed: If your design includes colour or images which are printed up to the edge of the page, please provide 3mm of additional artwork to all sides. This is called bleed. Bleed avoids the risk of white edges on your work.

Crop Marks: Show us the edge of your work so we know exactly where to trim it.