

PRINTING SPECIFICATIONS GUIDE

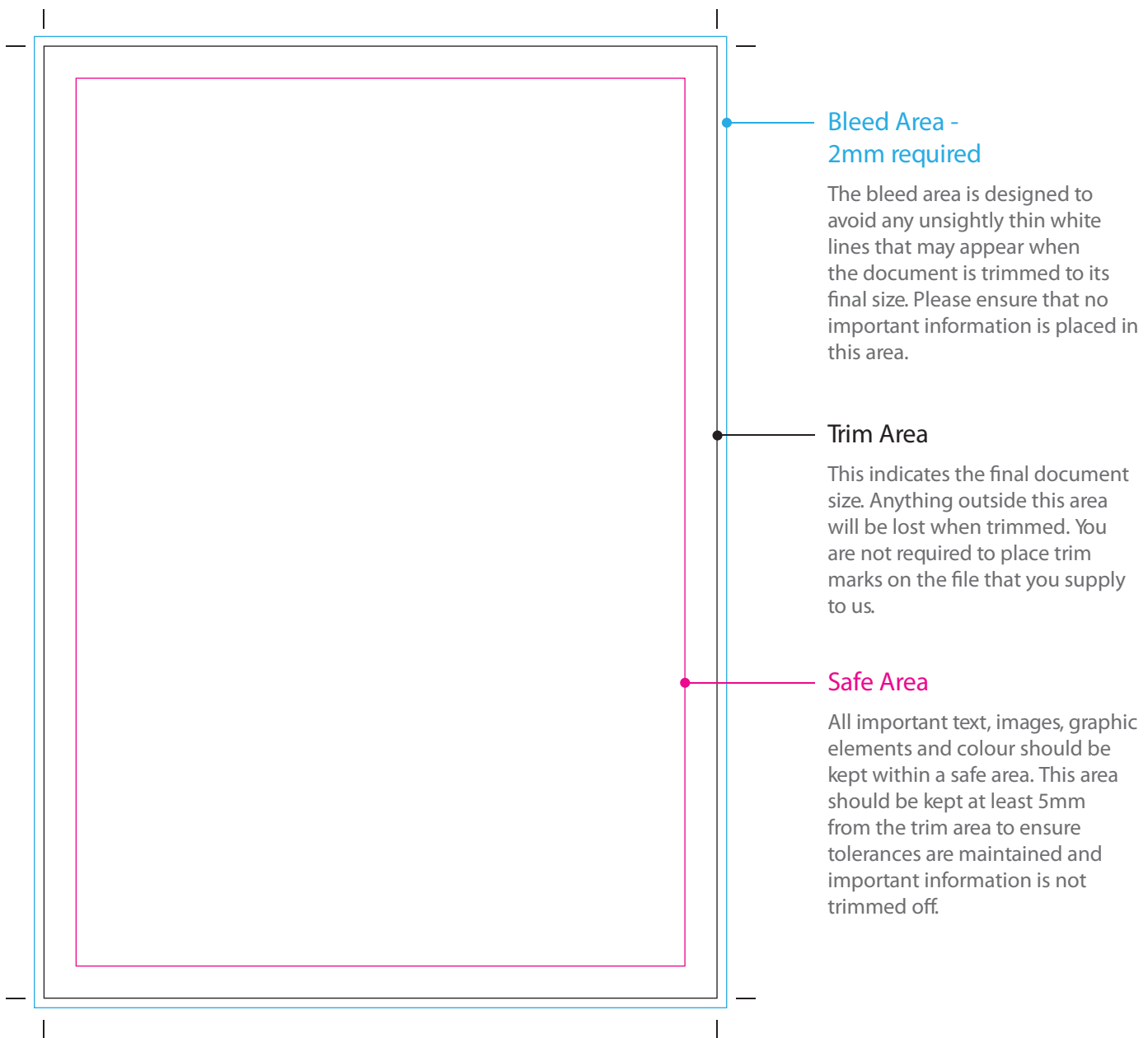
Please read the following information before setting up your artwork.

By providing us with the correct artwork, we can produce consistent results every time, and be able to print your job quickly and have it back to you in the fastest time possible. We cannot accept responsibility for errors due to files supplied incorrectly.

Business Card	90 x 54mm
A6	148 x 105mm
DL Flyer	210 x 98mm
DL Brochure (3 x Panels)	(97 - 100 - 100mm) x 210mm (Outside) (100 - 100 - 97mm) x 210mm (Inside) <small>See page 5 for further details</small>
2 page DL (Folded)	210 x 196mm (98 x 210mm when folded) <small>See page 6 for further details</small>
A5	210 x 148mm
A4	210 x 297mm
A3	297 x 420mm
SRA3 (Oversize A3)	320 x 450mm
A2	420 x 594mm
A1	594 x 841mm

BLEED, TRIM AND SAFE AREAS

2mm bleed is required to be added to all files where an image, colour or graphic element will meet the edge of the finished document. The below diagram illustrates how to set up your file with bleed, and also how to make sure no important information is trimmed off the finished document.



BLEED, TRIM AND SAFE AREAS

Below are examples of how to - and how not to - layout your files utilising bleed, trim and safe areas.

INKY GRAPHIX PTY LTD
For all your digital and offset printing needs

Invoice Books
- Carbonless Back
- Range of colours
- Generic and customised options available

A4/A5 Flyers
- Large & small Qty
- A4 Folded to A5 or DL

A4/A3 Posters
- Large & small Qty

WE ALSO PROVIDE A COPYING SERVICE
(Colour and or black & white)

Business Cards
- Large & Small Qty
- Matt, Gloss, Metalix & Celloglase options
- Artwork available

From design to finished product we specialise in:

- ✓ Graphic Design & Typesetting
- ✓ Business Cards - large or small Qty
- ✓ Letterheads
- ✓ With Compliments
- ✓ Envelope Printing
- ✓ Tax Invoices
- ✓ Quotation / Docket Books
- ✓ Brochures
- ✓ Leaflets & Posters
- ✓ Newsletters
- ✓ Annual Reports
- ✓ Presentation Folders
- ✓ Invitations
- ✓ Swing Tags
- ✓ Calendars
- ✓ Raffle Tickets - Sporting Clubs
- ✓ Stickers & Labels
- ✓ School Magazines

**PRINT IT RIGHT
PRINT IT WITH
INKY GRAPHIX PTY LTD**

4/11-13 Morton Street,
CHINDERAH NSW 2487
PH: 02 6674 5600
Fax: 02 6674 5699
sales@inkygraphix.com.au
www.inkygraphix.com.au

"Your local printer servicing the Tweed Coast"



In this example, the bleed, trim and safe areas have all been correctly utilised. The image and all other elements that touch the edge of the document extend into the 'bleed area'. All the important information such as the text and logo are contained within the 'safe area' and avoid the risk of being trimmed off the printed document.

This example contains some problems that should be avoided when creating your file. The document does not contain any bleed, and the important information is positioned too close to the edge of the document.



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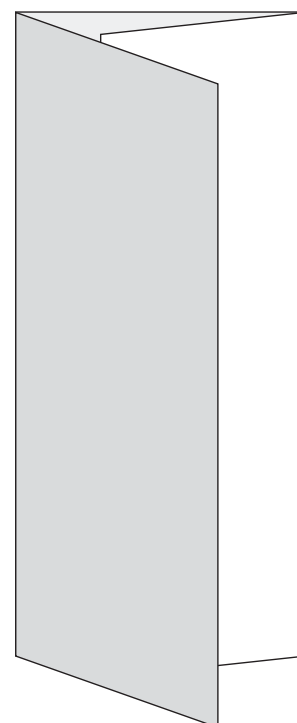
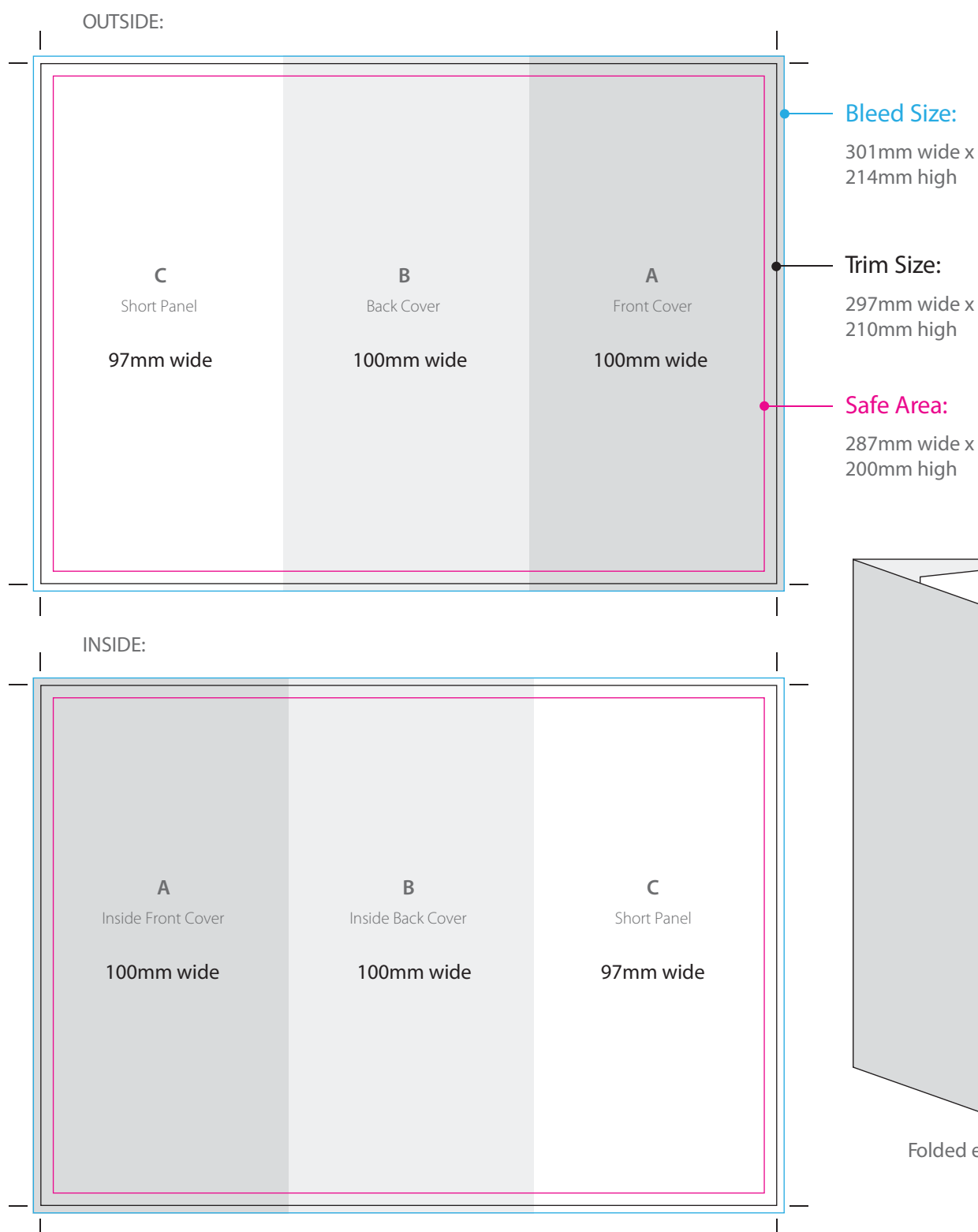
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How to set up your DL Brochure

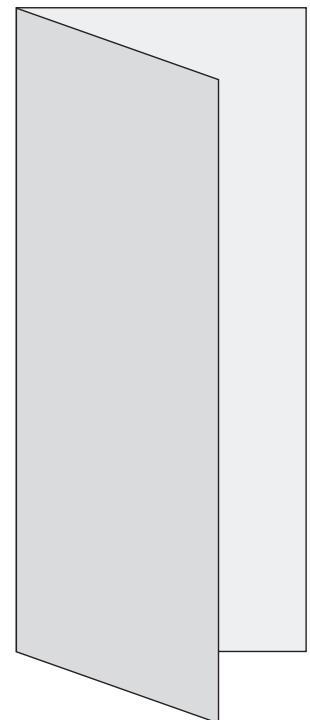
5



Folded example

How to set up your 2 page DL Brochure

6



Folded example

PAGE LAYOUT, COLOURS & FONTS

- Please supply files as single, subsequent pages only.
- Each page must have 2mm bleed on all four sides.
- Postscript, True Type or open Type fonts are recommended.
- Fonts should be outlined where possible.
- Any black/grey text should be made up of a percentage of black only.
- Trapping should be turned off.
- Our rich black breakdown is Cyan 30%, Magenta 30%, Yellow 30% and Black 100%.
- Avoid using small white type reversed out of solid areas.

HOW TO SAVE YOUR IMAGES

- All images should be 300dpi at 100% size.
- All images to be CMYK colour mode.
- Any line art - specifically bitmap files - should be 600dpi.
- Images should be scaled, rotated and colour managed in the images native programme.

We require you send to us a High Resolution PDF file for printing. Please ensure that you embed fonts when creating a PDF file.

- Postscript, True Type or Open Type fonts are recommended.

INSPECT AND CHECK YOUR PDF FILE PRIOR TO SENDING TO US

Here is a checklist to follow. While not all of these may apply to each job, this will help to make sure you provide your files correctly for the best possible result.

- ☐ Artwork Dimensions
- ☐ Bleed of at least 2mm
- ☐ All text and critical elements are inside the safe area
- ☐ Single page PDF
- ☐ CMYK images
- ☐ Fonts embedded

EMAIL

If your file is under 15MB then you can supply it to us via email.

USB

We can accept files supplied on USB. Just bring it into our office and we can copy the file to our server.

WE TRANSFER

Go to wetransfer.com to send large files up to 2GB