



## File Requirements

If supplying your own file, here are the requirements:

If your artwork is full colour / four colour process please supply file in CMYK. If using spot colours please supply file in Pantone PMS colours.

The same file should be supplied as an additional .pdf file for visual proofing (objects and type can sometimes change appearance once opened with different software).

Please allow (Text, Graphics, Logos, etc) 2.5mm from edge of cut for cutting shift - unless image/artwork is bleeding past the cut line, then allow a further 2.5mm bleed. All images are best embedded. No need to add overprint to your artwork.

Artwork supplied can be re-proofed if requested (Faxed or Email PDF)

If your file requires editing or alterations (e.g. font substitution) you will be notified at time of proofing.

**For Home, Office and Desktop Publishers:**

If using Word or Publisher, full colour jobs must be supplied as CMYK (not RGB).

Spot colour jobs must be supplied as spot colour. No image closer than 3mm to trim, unless image is to bleed past the trim line. Any image that is to bleed must have 2mm bleed allowed in file. For more information contact us.

**For Professionals, Designers and Trade Customers:**

Files can be accepted in the formats listed below. Following the relevant instructions will ensure your information will be converted accurately.

### File Format:



#### Illustrator:

- Convert text to outlines.
- Make colour CMYK.
- Save links as TIFFS. (if possible)



#### Photoshop

- Attach fonts or rasterize fonts.
- Make colour CMYK.



#### In Design

- Package document with fonts and links attached.



#### Quark

- Collect links for output.
- Include fonts.



#### Acrobat PDF

- All of the above files can be supplied as an high quality PDF.
- Fonts must be embedded.