

Supplying files for printing

Great if you can send us a High Resolution Print Ready pdf in CMYK with crop marks, 3mm bleed on all four sides (if required) and fonts embedded. If this is all very confusing please read on.

If you are creating a pdf from Indesign or Quark, make sure all images are 300 dpi and linked, CMYK and fonts are installed. Export file as pdf using the Adobe Preset Press Quality. Tick the crop mark box and also make sure 3mm bleed is set. Export file. If you have a reasonably good monitor - view the file at 100 per cent - you should be able to see the quality of the images, if there are any font issues and to check that bleed has been added. It is best to always print out a hard copy to double check before sending the file.

Just because a pdf is supplied does not make it OK to print - fonts might not be embedded - images in the wrong format etc. What was perfect on your computer might turn out to be totally different on another computer if the pdf is not set up correctly.

If you are still having problems in these programs - **Indesign** just go to File/Package - this will collect all the File / images and fonts required. If using **Quark** - go to File/Collect for Output - this will do the same job.

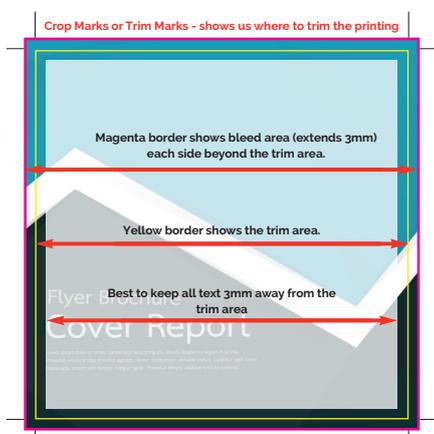
ILLUSTRATION SHOWING:

Crop Marks

3mm bleed

Trim area - where the paper will be cut to size

And suggested maximum area for text if not required to bleed off



Microsoft Office (Word, Excel, PowerPoint, Publisher)

Microsoft Office is the most common suite of programs used for generating documents for printing, simply because it is available to most PC users. However it is not designed automatically to generate documents which are suitable for printing on Digital or Litho presses and most documents will generally need to be manipulated or converted before they can be printed. Also make sure no text is nearer than 3mm from the trim of the paper.

Page sizes in Microsoft Office programs

This may seem obvious but MAKE SURE YOUR DOCUMENT IS SET UP at a standard UK page size before you begin. This is usually A4 / A5 or A3. Depending on your application settings, Word documents can default to a US letter size which can cause problems when the document is printed to A4. The default page in PowerPoint is screen size because it is designed to be used for on-screen presentations. So if you are setting up a document for printing using PowerPoint you will need to change this to the page size you intend to print on.

Avoid using web graphics or clipart

It is best to avoid using any graphics, logos or clipart images which you have downloaded from the web, or photos saved from a web page, unless you are certain that they are high resolution quality for printing. Screen-grabs or pictures cut and pasted direct from web pages look OK on screen but will look very poor when printed and should be avoided.

If saving files from Word / PowerPoint to tif / jpeg format make sure the settings are set to 300 dpi.

If your images are low quality such as 72dpi - just by resampling them to 300 dpi will not improve the quality - they still will be poor quality when printed.

If sending large files that exceed acceptable email defaults - compress the files (zipped) and use WeTransfer (<https://www.wetransfer.com>) or MailBigFile (<https://free.mailbigfile.com>) they normally allow 2gb free transfer.

STILL HAVING PROBLEMS, GIVE US A CALL 01727 850771 - WE ARE HERE TO HELP