

File formats

Preferred file formats

(in order of preference)

- Press ready PDF
- InDesign
- Quark Express
- Illustrator

Alternative formats

We can accept documents created in programmes that are not listed, such as MS Word, but please ring first to discuss your specific requirements. If you are going to generate a PDF file from any Office applications please read the note below.

Supplying PDF artwork

PDF's are rapidly becoming the standard file format for transmitting files for printing, our preference is for all artwork to be supplied in a press ready PDF format. It is, however, very important to prepare your PDF file in the correct way.

Correct Preparation of PDF Files

When creating a PDF from inside an application or through Acrobat Distiller, there are a series of preferences referred to as Job Options. These must be set for high quality print. Job Options define resolution, compression and font embedding.

We recommend that you should download our preferred Job Options from this website, or follow the instructions below.

Supplied PDF files must be high resolution. Therefore, compression settings for colour and greyscale should be downsampled to 300dpi with the auto compression preference set to maximum. Bitmapped images should be set to 600dpi. All fonts should be embedded.

Bleed

Bleed allows for the printing of images beyond the edge of the sheet. It enables the page to be trimmed correctly. We cannot re-

spectively add bleed to a pdf and therefore, if missing, you may have to amend and re-supply the artwork. You should allow a 3mm bleed around each PDF page. Crop marks can be included.

CMYK process colour

Please ensure that all embedded images have been converted from the RGB to the CMYK colour space. This conversion can significantly alter the appearance of the final, printed colour.

Microsoft Office Files

If you are supplying a PDF from MS Publisher or Word please be aware that their default colour space is RGB. This means that the printed document may look significantly different to your screen version. Changing colours to CMYK will give a better indication of the finished item. Spot colours cannot be printed from these applications.

www.cpldesignandprint.co.uk

digital artwork

A GUIDE

Supplying the original files

When supplying native files from applications such as InDesign, please use the package or collect for output function. This will enable you to copy all the elements from you artwork into a single folder. These elements include the document, the images and all the fonts. All are required for correct output.

Bleed and Crop Marks

Bleed allows for the printing of images beyond the edge of the sheet. It enables the page to be trimmed correctly. We recommend that you should allow for 3mm bleed on all work supplied.

Where artwork does not fill the whole page, crop marks should be included. They should be 0.25pts thick and 5mm long they should be placed 3mm outside of the printed page area. To ensure they appear on each colour separation please set their colour to "registration".

Please check artwork is the correct finished size. If this is not possible, please inform us so that we can allow time for amending the artwork.

Artwork amendments or re-submission

We will correct any easy to rectify issues that we spot as part of our normal service. However, if we need to significantly amend your artwork or you need to re-submit files there will be extra charges.

Imposition

Please supply all artwork in readers spreads or unimposed pages. Our automated workflow uses set templates to correctly impose for our printing presses.

Booklets

Please remember that for saddle stitch booklets some degree of creep is inevitable. To allow for this we suggest that you keep all text and copy a minimum of 5mm away from the trimmed edge.

Fonts

Please include all fonts you have used. We assume that all fonts supplied are licensed and take no responsibility for embedded fonts.

Lineart and Images

Colour and greyscale images should have a resolution of 300dpi at the final output size. They may be submitted as tiff or jpg files.

Lineart or bitmapped images should have a minimum resolution of 600dpi at the output size, higher resolutions to 1200dpi give sharper results.

Screens

Screen tints range from 99% to 1%, although single colour tints above 90% or below 5% should be avoided.

Sending artwork by email

Artwork to a maximum file size of 10mb can be emailed to sales@cpldesignandprint.co.uk including any relevant job information. Larger files can be sent on disk or uploaded to our ftp site, see below.

FTP upload

You can upload artwork directly to our FTP server but please ring so we can assign you a user name and password. It is important to advise us by email or telephone when any artwork is uploaded.

Sending artwork on disk

We prefer artwork to be submitted on CD, DVD or USB memory stick. These can be sent to:

CPL design+print.
348 Station Road,
Bamber Bridge,
Preston, Lancashire
PR5 6EL

Please include a hard copy of your artwork and any instructions. Please quote your order number and include a contact name, email address and telephone number in case of a query. Don't forget to keep a copy of your file, in case we need you to undertake changes or corrections.

High resolution digital proofs

We strongly recommend that you take advantage of a high resolution digital proof, which is available on request.

Further Assistance

If you need any help with sending your artwork please contact our studio on 01772 335928.

348 Station Road Bamber Bridge Preston Lancashire PR5 6EL
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