

Supplying artwork for digital print.

File format preferred: PDF. Use default 'High Quality' setting for best results.

We can accept most other MAC or PC files but extra cost maybe incurred for setup.

Resolution: 300dpi for all images.

Any less and expect pixilation. Any more and file size will be too big and extra cost maybe incurred for time taken to process.

Colour Mode: CMYK

RGB is acceptable. However RGB is colour as light and will be converted to CMYK when printed. An RGB colour on screen may be very bright but will print considerably duller.

All Microsoft software produces RGB colours – BEWARE!

If using Adobe software always work in CMYK.

Fonts: Embed all fonts and subset 100% if saving as PDF.

Otherwise supply any fonts used. If using Postscript fonts please supply screen and printer fonts. Or make all fonts graphics.

Bleed & Trim: Supply all artwork with at least 2mm bleed and trim marks.

Print accuracy: Printers are accurate to 1mm. Please design artwork with this in mind. Any artwork close to edge may not look correct when trimmed, but if it is within 1mm of trim marks it will be deemed as correct.

Business Cards: Average business Card size is 90mm x 55mm. Please supply with bleed & trim marks on a page with only 7.5mm bleed. E.g. Final page size 104mm x 69mm for a 90mm x 55mm card.

Booklet imposition: We will impose files for printing. Please supply all files as single page, continuous documents.

Proofing: PDF files will be used to proof with an email reply as sign off.

If the original is a PDF then a proof can be faxed or scanned in and emailed back.

A PDF file may not be 100% stable if not created correctly. Fonts can still drop out if not embedded. So sign off is still recommended.

If colours are important then a hard copy proof must be signed off.

Supplying files: Email is standard with smaller files. We can accept up to 10mb.

Any larger and we accept CD or DVD.

We also have our own FTP site. If you want to upload files we will give you our address, a user name and a password. We delete all files from the FTP site once downloaded.

We also take standard USB sticks.

File archive: We archive all files to our system as a matter of course. However we do not guarantee saving files unless specifically asked to do so. If you require us to delete data or files please specify as part of job brief.

Any design / setup questions do not hesitate to call and speak to Steve. We are more than happy to help. Anything we can do to help make your work run smoothly is much appreciated.

Email Steve on design@docmaster.com.au or call on 9939 3399.