PRE-PRESS SPECIFICATIONS

(Our Art Department are Mac users)

GREG TAPP
printing

WE ACCEPT

- **PDF** *(Most Preferred)* must be HIGH RESOLUTION (**Press** or **Print Quality**) and CMYK, fonts embedded.
  NOTE: PDFs created from Microsoft Word or Publisher may have to be converted in Photoshop or Illustrator which may cause colour change or data loss and also could incurr additional charges.

- **QUARKXPRESS** Please ensure ALL FONTS and IMAGES used are included along with the Quark document *(Best way to do this is to COLLECT FOR OUTPUT located under the file menu)*.

- **INDESIGN** Please ensure all FONTS and IMAGES used are included along with the Indesign document *(Best way to do this is to PACKAGE located under the file menu)*.

- **ILLUSTRATOR** Please supply all FONTS and LINKED IMAGES if not embedded (You can outline the fonts but we will be unable to make changes for you).

- **PHOTOSHOP** (TIFF, JPEG or PSD) CMYK - minimum of 200dpi but anything with text must be 350dpi minimum, also supply fonts if PSD layed file.

BLEED
Any image that goes to the edge of the page (trim) must include 3mm bleed outside of the trim.

ESSENTIAL
All FONTS must be included (does not apply to PDF files). There may be reflow issues with PC True Type Fonts.
All PLACED IMAGES must be included (does not apply to PDF files)
All images must be CMYK or GREYSCALE unless specified as PMS SPOT colours **(NO RGB images)**.

IMAGES Most Images copied from the WEB are NOT SUITABLE for print *(they are usually 72dpi and low compression. We strongly advise against)*
DIGITAL Photos when taking use the higher resolution setting and do not compressed too low *(once compressed you can not get the quality back)*

** WE DO NOT ACCEPT PUBLISHER, MICROSOFT WORD, POWERPOINT, CORELDRAW DOCUMENTS AS FINISHED ART **
(There will be an extra charge to work with these files)

COMMON SIZES

BUSINESS CARDS:	90mm x 55mm	LETTERHEAD:	210mm x 297mm
DL FLYERS:	210mm x 99mm	A5 LETTERHEAD:	148mm x 210mm
POSTCARDS or A6:	148mm x 105mm	ENVELOPES - DL:	220mm x 110mm

FILES CAN BE PROVIDED VIA EMAIL, CD OR USB STICK. NO FLOPPYS ACCEPTED.
LARGE FILES OVER 10mb up to 100mb can be sent via www.YOUSENDIT.com
this is a free ftp site to send files (no need to sign-up)

If possible include a printout of your document so we can ensure nothing goes astray.

Multiple Page Documents / PDFs should be supplied in Single Page PDFs (NOT AS SPREADS)

A FEE WILL BE CHARGED FOR ANY DOCUMENT NOT COMPLYING TO THESE GUIDELINES.
GREG TAPP PRINTING WILL NOT ACCEPT RESPONSIBILITY FOR ERRORS IF THESE GUIDELINES ARE NOT FOLLOWED.

BLEED
guide
3mm from
edge of page
(Pink line)

BLEED
guide
3mm from
edge of
page
(Pink line)

"Yesterday is the Past,

Tomorrow is the Future,

but today is a Gift

.... that's why it's called the Present!"

IMAGE AREA
(advisable to keep all text within this area)
(Marked in blue)

TRIM
(Edge of page)
(Marked in Purple)

Crop Marks
(indicate
where
pages will
be trimmed)

BLEED:

Bleed is images that run off the boundary of the page. All colour or pictures that run to the edge of a page must have a minimum of 3mm bleed.

Why? The information (page layout) is printed onto a large sheet and then cut (trimmed) down to the finished size. Occasionally when trimming, the blade may move a millimetre or so. In this case, if there is no bleed, there will be a white edge left on the side of the page.