



FILE TYPE & TEMPLATES

- It is recommended to design the file using appropriate software such as the Adobe Creative Suite. Do NOT use Microsoft word, publisher or powerpoint.
- Adobe Indesign product templates can be found on our website under the products respective pages. Otherwise please contact us for the files.



SAFETY MARGIN & BLEED

- Files must be set up with the correct bleed and margin. Failure to do so will result in your file not being prepared correctly for print. These requirements vary for each products. See individual product descriptions for Bleed and Safety Margin measurements or use our supplied InDesign templates.

Safety Margin means all text & important graphics must be kept the minimum distance away from the trim edge to ensure these elements are not trimmed off.

Bleed is the area extending past the trim line which allows for a small amount of movement that may occur when your order is being cut to size. Incorrect Bleed may result in white borders when trimmed.



FONTS

- All fonts must be outlined and must be no smaller than 6pt. Failure to outline a font may cause the font to change during production.



COLOUR

- Ensure all colours are converted to CMYK. (No PMS Colour, RGB, LAB etc.)
- If you upload files that are not CMYK (e.g. RGB colours) they will be converted to CMYK by our automated pre-press processes. This conversion can slightly change colours and they may appear different from what is seen on screen. We do not take responsibility for incorrect or unexpected outcomes when supplied files contain RGB or Pantone colours. If you require assistance in converting colours to CMYK, please contact us.
- For a Rich Black we recommend using (C: 40%, M: 40%, Y: 40%, K: 100%) instead of 100% black.



ARTWORK SIZES

- Please find size specifications for individual products on their respective pages or download our InDesign template.



PROOFING

- Artwork proofs will be supplied via our online proofing system. All proofs must be approved by the customer before production proceeds.
- The proof should not be used to indicate the final colour or final resolution. If you require an exact colour or are unsure, please request a sample
- Once approval has been given, changes cannot be made and all liability for incorrect spelling or design errors are your responsibility. We will not be held liable for any costs incurred to reprint due to insufficient checks of artwork approvals.



ARTWORK PROPORTIONS

- The artwork should be supplied at a 1:1 scale (100%) if less than 5000mm.
- Scaled artwork should only be 10%, 20% or 50%, if so please notify when sending through the artwork the scale used.



MULTIPLE PAGE DOCUMENTS

- Ensure documents, e.g. magazines, flyers etc., with multiple pages are saved as single page scrolling. No spreads.



KISSCUT & DIECUT (SIGNAGE ONLY)

- Artwork to be kisscut or diecut must include a Spot Colour line in colour 100% Magenta and rename the colour to CutContour.
- The stroke must be .25pt and centered on the line, not inside or outside.
- Diecut is only for simplified shapes, no complex shapes.



FOLDING

- Half Fold - a method of folding in which the printing is folded in half down the centre of the page (e.g A5 folded in half to A6) Artwork should always be supplied as 2 pages, not 4 pages. (e.g 2 x A5 pages and NOT as 4 x A6 pages)
- Trifold - A method of folding in which the panels fold in on each other to form the finished size (DL). This fold will create a double sided brochure with six panels (3 on the front and three on the back). Artwork for Trifold Brochures should always be supplied as 2 x A4 pages and NOT as 6 x DL pages. Artwork MUST be set up using our InDesign template to ensure the artwork is set up in correct position for our folding machine.



RESOLUTION

- Ensure that all images and illustrations supplied are at least 300dpi (150dpi for large banners/prints) at their final print size.

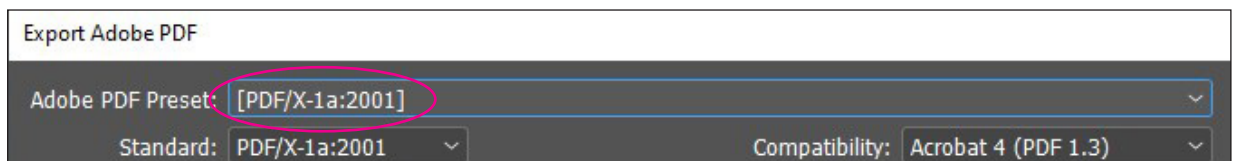


EXPORT PRINT READY PDF FROM INDESIGN

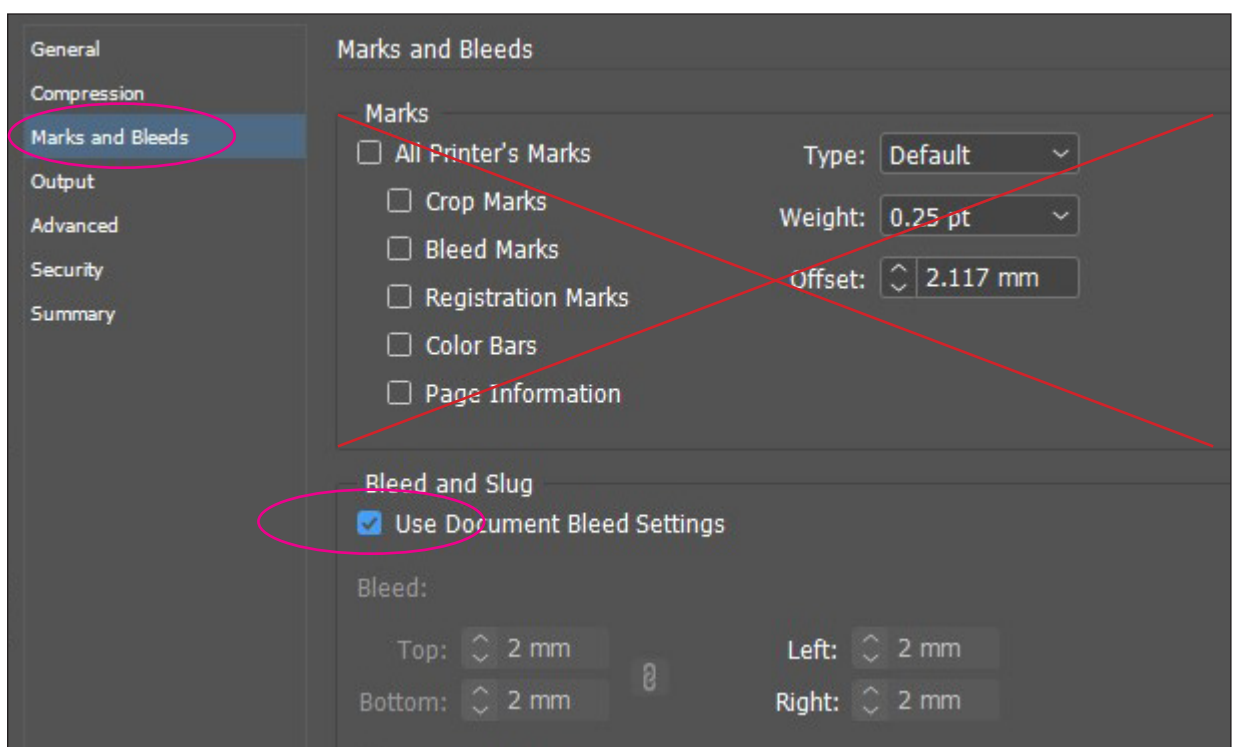
- Choose File > Export. In the Export dialog box, rename and select the location for the file to be saved, and then choose Adobe PDF (Print) for the format > Click Save.



- In the Export Adobe PDF dialog box, set the Adobe PDF Preset to [PDF/X-1a:2001].



- In the left hand column, select Marks and Bleeds. On the Marks and Bleeds page, tick the box 'Use Document Bleed Settings.' Crop Marks are NOT required.



- Select export to output the PDF.



GRAPHIC DESIGN

- If you require assistance in designing your artwork please contact us on (08) 8821 1781 or print@copyking.com.au

**Please note, If your artwork does not comply with the specifications, there may be an additional charge to set up your file to be print ready and/or delay the job.*