CUSTOMER SUPPLIED ARTWORK GUIDE

We welcome customers to supply their own print-ready artwork.
For your artwork to be print-ready, there are some guidelines that you must follow.

This guide is divided into four sections as follows:

Section 1 - Creating your artwork
Section 2 - Booklet Artwork - Additional Information
Section 3 - Sending your finished artwork to Minuteman Press Epping
Section 4 - Glossary

Section 1 - Creating your artwork

Let's say you want to create a business card that is 55 x 90mm (finished size). Set the Document Setup to 55 x 90, and then add Bleed of 3mm to all four sides. This may not be possible with Microsoft products, so set the Document Setup to 61 x 96mm, but remember that the finished size will be 55 x 90mm.

Next, insert guides that are at least 3mm in from the finished size, in our example, set them at 49 x 84mm; keep all your text, pictures and logos within these borders. Once again, this may not be possible with Microsoft products, so make a Text or Image Box at this size and make sure that you keep all your text, pictures and logos within this box. *See Diagram 1.*

Before creating a suitable print ready PDF file, set all colours to CMYK, and Outline or Embed all Fonts. Where you have a solid black area, set the CMYK values to 60C, 50M, 50Y and 100K.

Crop Marks

Trim Lines, anything viewed on screen outside of this area, will not be printed

Area Bleed Must Come To

Finished Size e.g. 90mm x 55mm

Keep all type within this area

MiNUTEMAN PRESS
PRINT&DESIGN GUARANTEED TO EXCEED
YOUR EXPECTATIONS ON TIME, ON BUDGET & WITH A SMILE

Diagram 1

Section 2 - Booklet Artwork - Additional Information

Page creep will occur in Booklets, so in addition to the items in Section 1, keep all text and images at least *10mm from the trim edge* i.e. odd numbered pages – 10mm from right side, and even numbered pages – 10mm from left side. Note that odd numbered pages are always the right page, and even numbered pages are always the left page.

You can keep all your pages in one document, but we prefer if you keep all your pages flowing from page one at the top, down to the last page i.e. it is not necessary for you to replicate each page next to the corresponding one. *See Diagram 2.*

Section 3 - Sending your finished artwork to Minuteman Press Epping

Once you have created a suitable print ready PDF file, you can email it to either of the following:
epping@minutemanpress.com   or   printed@minutemanpress.com

or if your file is too large to email, upload it to:
www.epping.minutemanpress.com/servicecenter/send_file.html
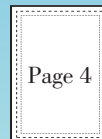and follow the onscreen prompts.

Section 4 - Glossary

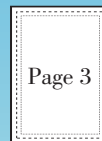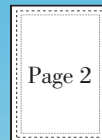*Bleed:* An image that is printed to the edge of the paper, so that when cut to finished size, there is no white margin / border. (A document with bleed is printed on a larger sheet and then trimmed to the finished size.)

CMYK: Cyan, Magenta, Yellow and Key (Black) are the colours of toner or ink used in offset and digital printing.

Crop Marks: Lines near the edges of a document indicating the portions to be cropped.

PDF: PDF files are the preferred format for printing, in addition, they can be viewed and printed by users who do not have the same software and fonts installed on their computer as the creator of the file.

Page 1

Page 2

Page 3

Page 4

Diagram 2