

Ps A) Preparing Photoshop CS3 (and earlier) artwork for printing

Disk Checking Service - for added "peace of mind"

When supplying artwork to us we can perform all of the disk check items on the following pages to ensure "peace of mind" that your artwork will print correctly.

Our Disk Checking Service is designed to cover our labour costs when checking your artwork. We don't want you to be disappointed with the finished results in case you miss something essential. This service is relatively inexpensive compared to the cost of a reprint. Please ask us to supply you with a quote.

Disk Risker - If you're sure that you've checked all the items and everything is 100% correct, then please download and fill out a disk risker form and submit it along with your artwork.

Please also download and review "Direct From Disk Guide" from www.manchester4printing.com

1) Page Sizes (except booklets and large format)

Page size requirements are to add 1.5mm bleed to all edges. For example, an A4 page (297mm x 210mm) should be designed at a size of 300mm x 213mm. Keep non-bleed elements at least 5.5mm away from edges. Do Not specify separate bleed - keep bleed settings to zero.

1) Page Sizes (booklets and large format only)

Page size requirements are to add 3mm bleed to all edges. For example, an A4 page (297mm x 210mm) should be designed at a size of 303mm x 216mm. Keep non-bleed elements at least 13mm away from edges. Do Not specify separate bleed - keep bleed settings to zero.

Tip: To set page size in Photoshop go to Image > Canvas Size

2) Colour Images

Image Mode - Convert to CMYK colour mode before supplying to us. If you have RGB or any other colour model then it must be converted to CMYK.

Colour Percentages - Colours within images should not be above 275%. Check dark areas of images to see how much colour they contain (coverage percentage). If these are too high then this could cause issues. Colours can be reduced by us as part of an iDisk Check to ensure perfect printing. Download and review page 09 of Direct From Disk Guide for further information on reducing colour percentage.

Colour Tints - Tints of colours should be over 5% and under 90%. Anything lighter than 5% might not print at all. Anything darker than 90% may print 100%.

Resolution (dots per inch) - Resolution should be 300dpi or larger for all colour images except large format which should be 150dpi or larger.

File Format - Save as uncompressed TIFF. We can accept PSD, JPG or EPS, but these formats will incur a file check fee to convert. Remove alpha channels and layers. Don't use any compression.

Tip: To convert to CMYK go to Image > Mode > choose CMYK

Tip: Use your colour picker tool to check percentages of colours.

Tip: To check ink coverage percentages, simply add up the values of C+M+Y+K for a given area (400% is the maximum possible).

Tip: To check the resolution go to Image > Image Size.

Tip: To convert to TIFF go to File > Save AS > Format.

3) Black & White Images

Image Mode Convert to Grayscale colour mode before supplying to us. If you have any other colour model then it must be converted to Grayscale.

Gray Tints Tints of gray should be over 5% and under 90%. Anything lighter than 5% might not print at all. Anything darker than 90% may print black.

Resolution (dots per inch) Resolution should be 450dpi or larger for all grayscale images except large format which should be 180dpi or larger.

File Format Save as TIFF. We can accept PSD, JPG or EPS, but these formats may incur a file check fee to convert. Remove alpha channels and layers. Don't use any compression.

Tip: To convert to Grayscale go to Image > Mode > choose Grayscale.

Tip: Use your colour picker tool to check percentages of gray.

Tip: To check the resolution go to Image > Image Size.

Tip: To convert to TIFF go to File > Save AS > Format.

4) Black text and black fills (not images)

For text and small solid black areas (25mm² or smaller) use C0 | M0 | Y0 | K100.

For larger solid black areas (25mm² or larger) use C40 | M0 | Y0 | K100 (rich black)

5) Fonts (typefaces)

We'll need the fonts that you've designed with unless the artwork has been rasterized or flattened so please send them along with your design. Photoshop does not allow you to "Package" artwork to include fonts when sending for printing.

Tip: To remove font information go to Layer > Rasterize ? Type.

10) Page orders / fold lines / die-cut lines

Please don't produce printers pairs or any other form of imposition. Please contact us for information on preferred imposition/fold lines/die-cuts etc before submitting your artwork. We can provide this service as part of disk checking fees.



B) Packaging & Sending artwork

1) Packaging

Photoshop does not have the ability to "package" artwork. Please supply all of the fonts used if not rasterized along with the Photoshop file.

2) Zipping/Stuffing & Sending Artwork

Now compress your artwork for sending to us. This will make the whole process quicker and easier. Use software such as WinZip or Stuffit to do this.

i) If your artwork is below 20MB in zipped/stuffed format, then you can email it to us at ancoats@printing.com. Email attachments above 20MB will be rejected.

or

ii) If your artwork is above 20MB, but below 100MB in zipped/stuffed format, then you can email it to us via [*www.mailbigfile.com](http://www.mailbigfile.com). Fill out the following fields:

1) Recipient's e-mail address ancoats@printing.com

2) Attach your artwork

3) Your e-mail address As required (optional)

4) Message Please tell us what you need

*We are trialling www.mailbigfile.com and welcome any feedback as to the ease and usefulness.

NOTE: Email is monitored Monday - Friday from 08:30am to 17:30pm.

iii) If your artwork is above 100MB - then please use CD / DVD / memory stick.

3) Proofing

We will always produce a PDF proof and send this to you prior to printing. Alternatively you can view a hard-copy proof in the store. We won't start your printing without your approval of the proof.

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