



A) Preparing Quark Xpress 6.5 (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 Quark Xpress go to Layout > Layout Properties

2) Keyline on page (artwork) boundary

You MUST put a keyline on the artwork boundary. For example a business card artwork will be designed at 88mm x 58mm (including 1.5mm bleed) and the finished business card when printed will be 85mm x 55mm. The keyline is simply a box drawn at 88mm x 58mm with a black *stroke and no fill placed on top of the artwork boundary. This box allows us to position artwork correctly on our printing plate.

**This stroke must be 0.25pt for all printing except large format printing*

**This stroke must be 2pt for large format printing only*

3) Colours

CMYK colours only. No RGB. No spot (Pantone) colours. If you have RGB colours or spot colours they must be converted to CMYK. Keep ink coverage percentages below 225% in large areas and below 275% in small areas.

Tip: Go to Edit > Colours and check that all listed colours are cmyk by clicking on each in turn and checking the text description. If any RGB or spot colours are listed > edit, then convert to cmyk and untick spot colour.

Tip: Go to File > Print. Go to Output.tab There should be listed only 1) process cyan, 2) process magenta, 3) process yellow, 4) process black

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).

4) Tints (shades) of colours

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%

5) Black text and black fills

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)

6) Overprint

Do not use overprint as this may produce unexpected printed results

7) Images / Pictures / Photos

Convert colour images to CMYK and save as TIFF or EPS. Resolution should be 300dpi or larger for all printing except large format which should be 150dpi or larger. Remove alpha channels and layers. Don't use any compression.

Convert B&W images to grayscale and save as TIFF or EPS. Resolution should be 450dpi or larger for all printing except large format which should be 180dpi. Remove alpha channels and layers. Don't use any compression.

Tip: Download the Photoshop CS3 file check document

8) Linked Illustrator Files

Ensure that any linked eps files conform to guidelines. Ensure that any eps files don't contain any links to further linked or embedded eps files within them.

Tip: Download the Illustrator CS3 file check document

9) Fonts (typefaces)

We'll need the fonts that you've designed with so please send them along with your design. See "Packaging artwork" below.

Tip: To convert font information to curves go to Type > Create Outlines.

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

You must package your artwork using File > Collect For Output. Following the wizard will ensure that you send along all resources such as fonts and images that are needed for printing. Save the resultant "output" of your artwork on your computer.

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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