



Design & Print

PRINT TIPS & HINTS

SPECIFICATIONS FOR CREATING PRINT READY PDF FILES

- ▶ All files must be submitted as high resolution PDF files.
- ▶ All PDF files must be supplied with a minimum 5mm of bleed on all page edges.
- ▶ Crop marks are to be included in the final PDF file.
- ▶ A minimum 300dpi resolution PDF is required for the best results. We can print native resolution up to 1200dpi.
- ▶ When setting up artwork using any software application, e.g. InDesign, Photoshop, Illustrator, Quark, MS Word, Power Point please ensure the colour space is set up as CMYK not RGB or any other colour format.
- ▶ Convert SPOT or PANTONE colours to CMYK and specify if SPOT or PANTONE colours are used within your file. Do not create custom names when using SPOT or PANTONE colours as the RIP's PANTONE library is unable to interpret custom names.
- ▶ Tints and shading should be set at a minimum of no less than 8% or greater. Although it may appear dark on your screen, digital print devices do not reproduce tints or shading below 5%.
- ▶ All pages in the file must be in single consecutive order i.e. from 1 to N. Not paired, not spreads, not imposed pages.
- ▶ Use standard page sizes e.g. A6, A5, A4, A3 etc, we can accommodate most custom size pages, please consult with us first prior to setting up your project or files.
- ▶ Maximum print sheet size is SRA3 which is 450mm x 320mm. We stock a range of uncoated and coated sheets from 80gsm to 350gsm.
- ▶ Keep all type, text, graphics, images at least 8mm in from the outside trim edge of each page of your artwork to ensure nothing is lost at the trimming stage.
- ▶ To create a solid rich black use a CMYK formula of C30, M30, Y30, K100.
- ▶ Digital print equipment cannot print right up the very edges of the sheet. Therefore there is an approx. 5mm of no print zone at the very edge of any sheet size, to overcome this we recommend all files be supplied with 5mm bleed so we can print on a larger sheet and trim to your desired page size.



Get it right the first time. Kopystop are more than happy to guide you in setting up your document for print. It's always best to have your file set up correctly before beginning your project to prevent back-tracking and having to design artwork a second time.

Need to see a proof? Kopystop offer free consults in order to figure out the best options for the project at hand. Sometimes that includes printing a hard copy proof to give customers an idea of the finished product before proceeding to print the entire order.



- ▶ All fonts must be embedded or outlined (typical cause of file failure).
- ▶ All transparencies must be flattened (typical cause of file failure).
- ▶ Allow enough margin in the spine to compensate for the bind when creating a plastic comb or wire bound book. We recommend a minimum margin of 13mm.
- ▶ Always check the newly created PDF file against the native (original) document from which it was created. To confirm the reproduction of the PDF file is exactly the same, look out for and review document flow, fonts, colour, margin, headers, footers etc.
- ▶ Please check, double check and triple check your files and all content prior to submitting for print as Kopystop cannot be held liable for any errors in your file.



Saddle Stitch Binding

Designing a saddle stitch booklet requires a lot of thought and a little more experience than a normal document. Some basic things you need to know about setting up a file to create a booklet:

- ▶ Booklets must always be compiled so that the number of pages is a multiple of 4.
- ▶ Always supply your final print ready PDF file in single consecutive page order. Never supply your file in pairs, spreads or imposed. Kopystop has professional imposition software which will impose your file at a press of a button.
- ▶ Crossover images – this occurs when images within a booklet have been designed to cross over pages or spreads. Movement may occur in the process of digital print which could cause misalignment of these images. Therefore it's our suggestion to avoid having cross page objects within your artwork design.
- ▶ When a booklet contains multiple sheets, an effect known as “creep” occurs as a result of the bulk of the folded paper causing the inner pages to extend further out than the outer pages when they are folded. The creep will vary as the number of pages and the paper thickness increase. The thicker a booklet, the more we emphasise that you ensure all text, graphics, images and objects are kept a minimum of 10mm inside from the trimmed edge.

If you're still unsure of what's required, call The Kopystop Krew for assistance.

THE KOPYSTOP KREW
WE ❤️ WHAT WE DO!

02 9211 2733 | PRINT@KOPYSTOP.COM.AU
Shop 3 / 55 Mountain Street BROADWAY

