



prontaprint

# How to supply artwork to us in a print ready format

## **Prontaprint Milton Keynes**

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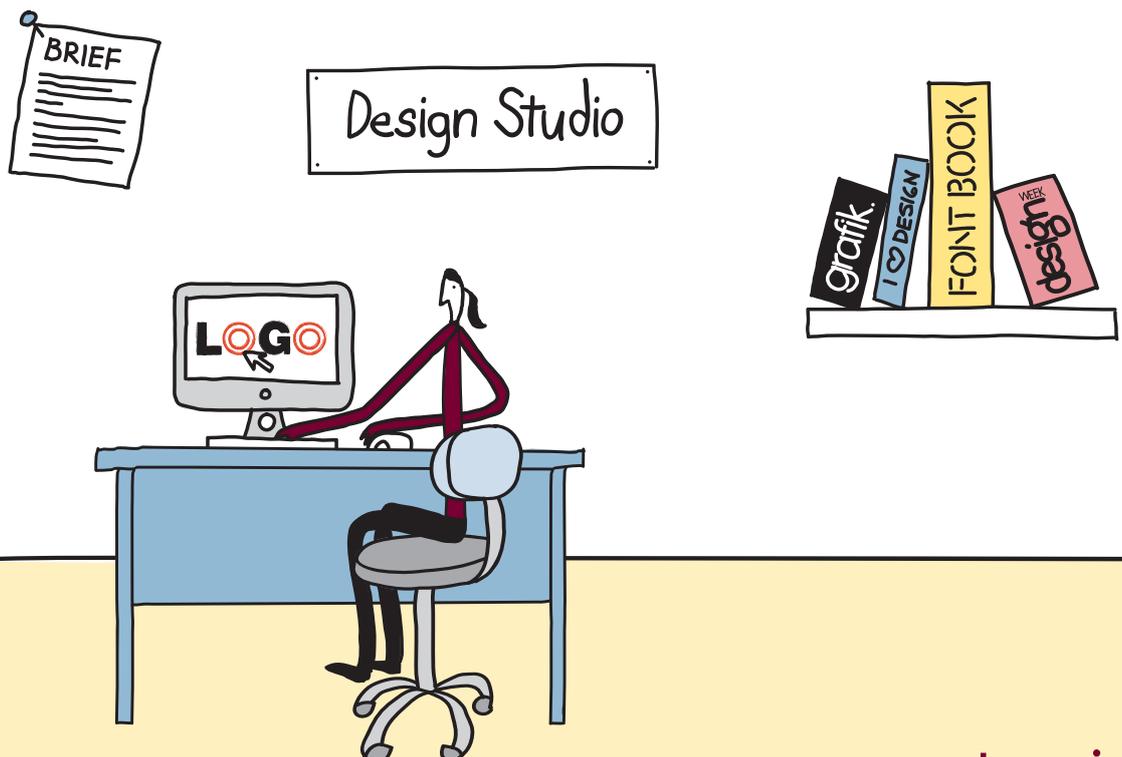
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## Artwork formats we accept

### Acrobat PDF

PDF's are rapidly becoming the standard file format for transmitting files for printing, but it is important to prepare your PDF file in the correct way.

- Images to be CMYK and high resolution which is at least 300dpi.
- 3mm bleed allowance to be included.
- All fonts must be embedded within the document.

### Apple Mac

Quark Xpress  
Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Microsoft Word\*  
Microsoft Excel\*

### PC

Quark Xpress  
Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Microsoft Word\*  
Microsoft Publisher\*  
Microsoft Excel\*

\* Black & White and Full Colour only.

Spot Colours are not supported by these Microsoft applications.

### Important

Please always send us the native file from your chosen application. We will also need all images, graphics and fonts used within the document, and make sure it is clearly labelled. To avoid confusion it is vital that your disk contains only the relevant files you want printing.

### How to get a file to us

- CD
- Email (up to 10mb) [sales@pp-mk.com](mailto:sales@pp-mk.com)
- Memory cards (SD, CF etc)
- DVD
- USB flash drive
- File transfer web sites

### File Transfer Web Sites

We have created a dedicated File Transfer solution to help you share files with us



<http://www.prontaprint.com/Centre/miltonkeynes/FileTransfer>

Examples of other Mail Transfer web sites are [www.yousendit.com](http://www.yousendit.com) or [www.mailbigfile.com](http://www.mailbigfile.com)

Please note we are not affiliated with these web sites and only mention them for your convenience.

# Prontaprint File Transfer Website



Create a file transfer account at:

<http://www.prontaprint.com/Centre/miltonkeynes/FileTransfer>

## Uploading Files

1. Login to your Dashboard

Any Co. [View all Files](#) [Upload](#) [Delete All](#)  
Quota 0 images - 0.00MB / 1000MB (0.0% full) [Refresh](#)

2. Click here to open the upload popup box

Search Fields

Filename

File type

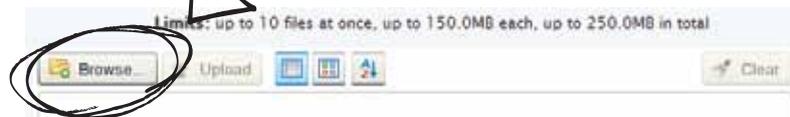
[Clear](#)

[Search](#)

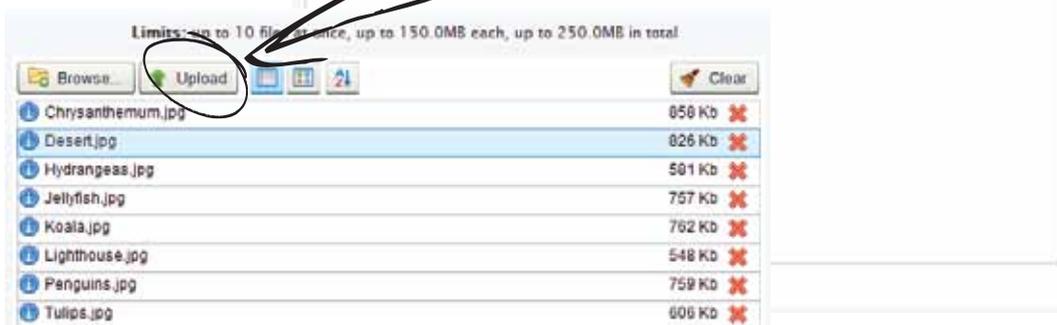
Search Results

No files found - please [click here](#) to upload some files.

3. Click 'Browse', and select some files



4. Click 'Upload'



5. Please wait, your files will be uploaded and displayed here

Any Co. [View all Files](#) [Upload](#) [Delete All](#)

Quota 8 images - 5.57MB / 1000MB (0.6% full) [Refresh](#)

Search Fields

Filename

File type

[Clear](#)

[Search](#)

Search Results

Showing 1 - 8 of 8 files. [Upload](#)

This is a temporary storage area - files will be deleted after ten days.

Filename	Type	Modified	
Chrysanthemum.jpg (0.8MB)	image/jpeg	29/05/12 15:27	✘
Desert.jpg (0.8MB)	image/jpeg	29/05/12 15:27	✘
Hydrangeas.jpg (0.6MB)	image/jpeg	29/05/12 15:27	✘
Jellyfish.jpg (0.7MB)	image/jpeg	29/05/12 15:27	✘
Koala.jpg (0.7MB)	image/jpeg	29/05/12 15:27	✘
Lighthouse.jpg (0.5MB)	image/jpeg	29/05/12 15:27	✘
Penguins.jpg (0.7MB)	image/jpeg	29/05/12 15:27	✘
Tulips.jpg (0.6MB)	image/jpeg	29/05/12 15:27	✘

Please note if you upload a file with the same name as an existing file, the new file will override the existing one.

## Fonts

All fonts that are used in your document must be included with your job.

**Postscript printer and screen fonts for Mac.**

**True Type fonts for PC Windows.**

If you are going to 'cross platform' ie. from PC to Mac, remember that fonts don't travel well! Always create a zip file of the fonts and provide a hard copy of your artwork.

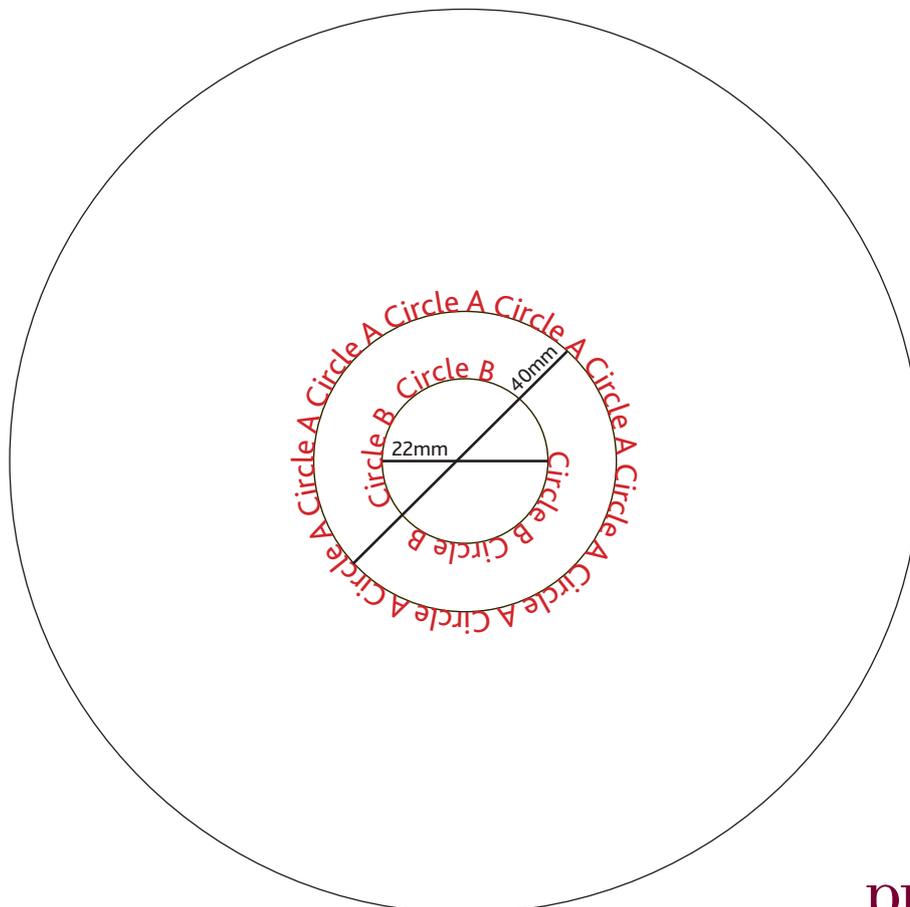
Be aware that a font may have several versions and these can have slight differences that may cause problems such as reflowing of text and missing words. Text may be converted to paths, curves or outlines if you are not supplying the fonts with your artwork.

If you are supplying finished artwork in PDF format please ensure **ALL FONTS ARE EMBEDDED** when saving to this format.

## CD Printing

Artwork needs to be supplied at 120mm x 120mm ideally as a high res jpeg. The artwork doesn't need to be circular as our software will convert it for us

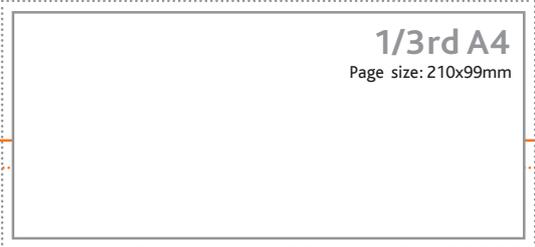
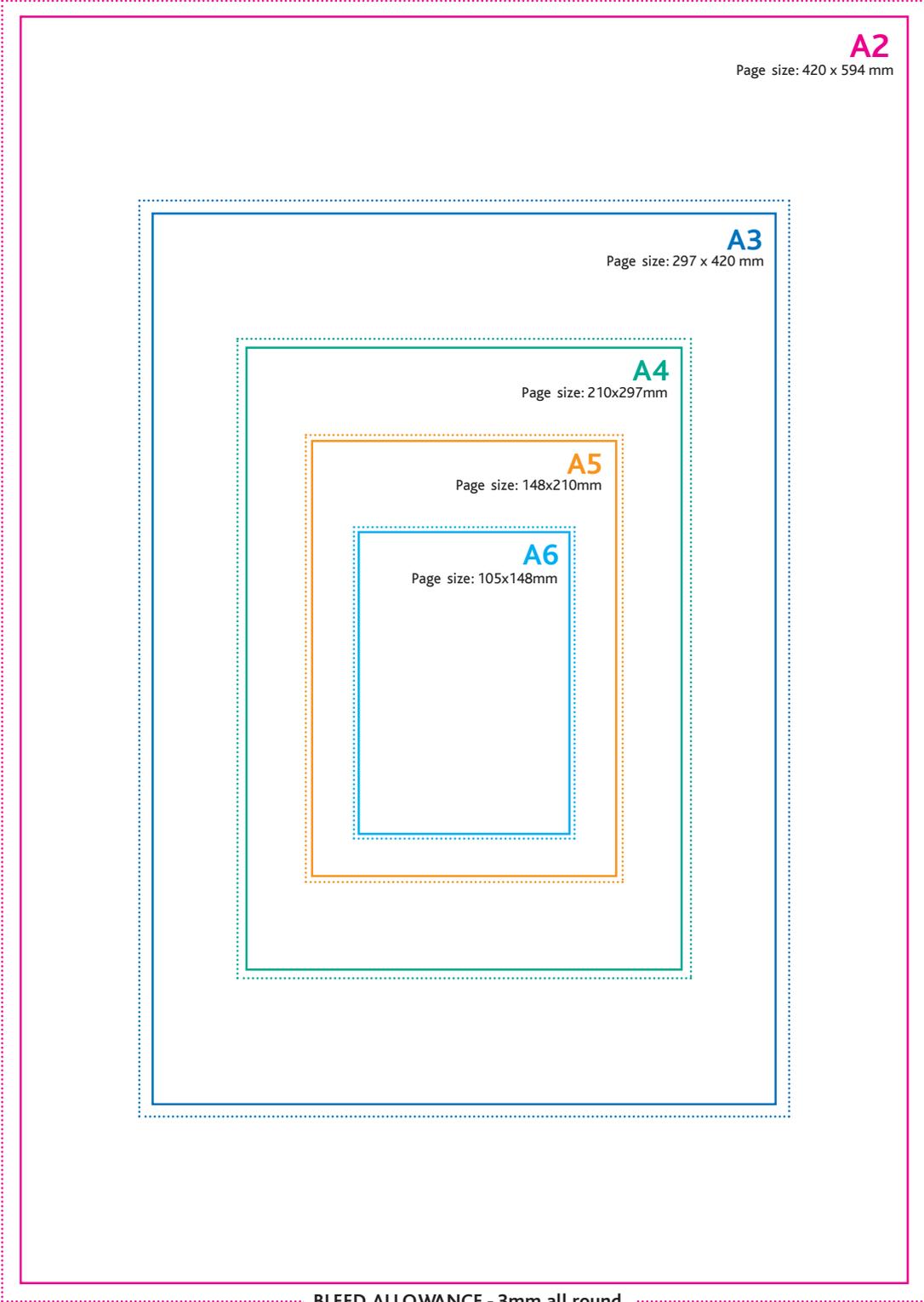
Discs are available to print either to Circle A or Circle B. We need to know before ordering discs how the artwork has been prepared as in most instances the artworks are not interchangeable.



# Document Sizes

A1

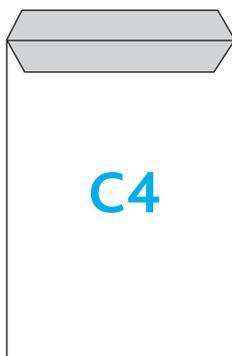
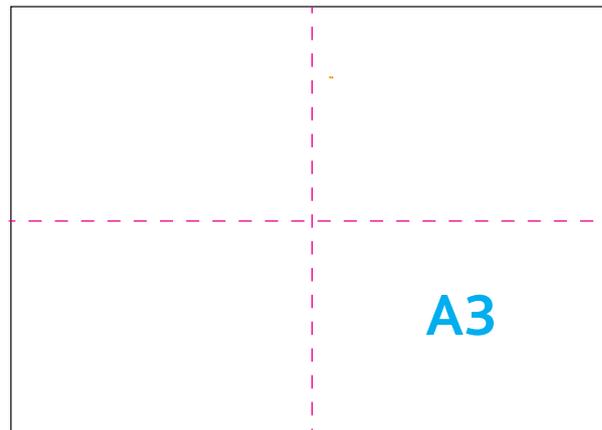
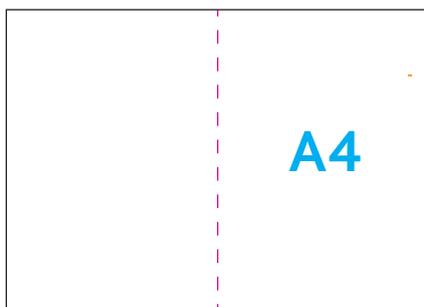
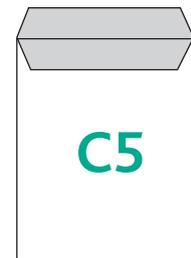
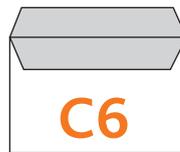
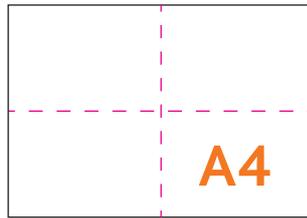
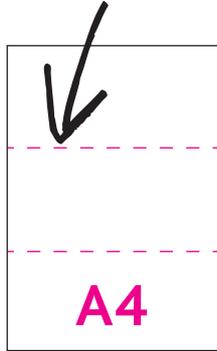
Page size : 594 x 841 mm



## Envelope Sizes

We can print and mail merge onto envelopes

Dotted line indicates fold



**DL** - 110mm x 220mm

**C6** - 114mm x 162mm

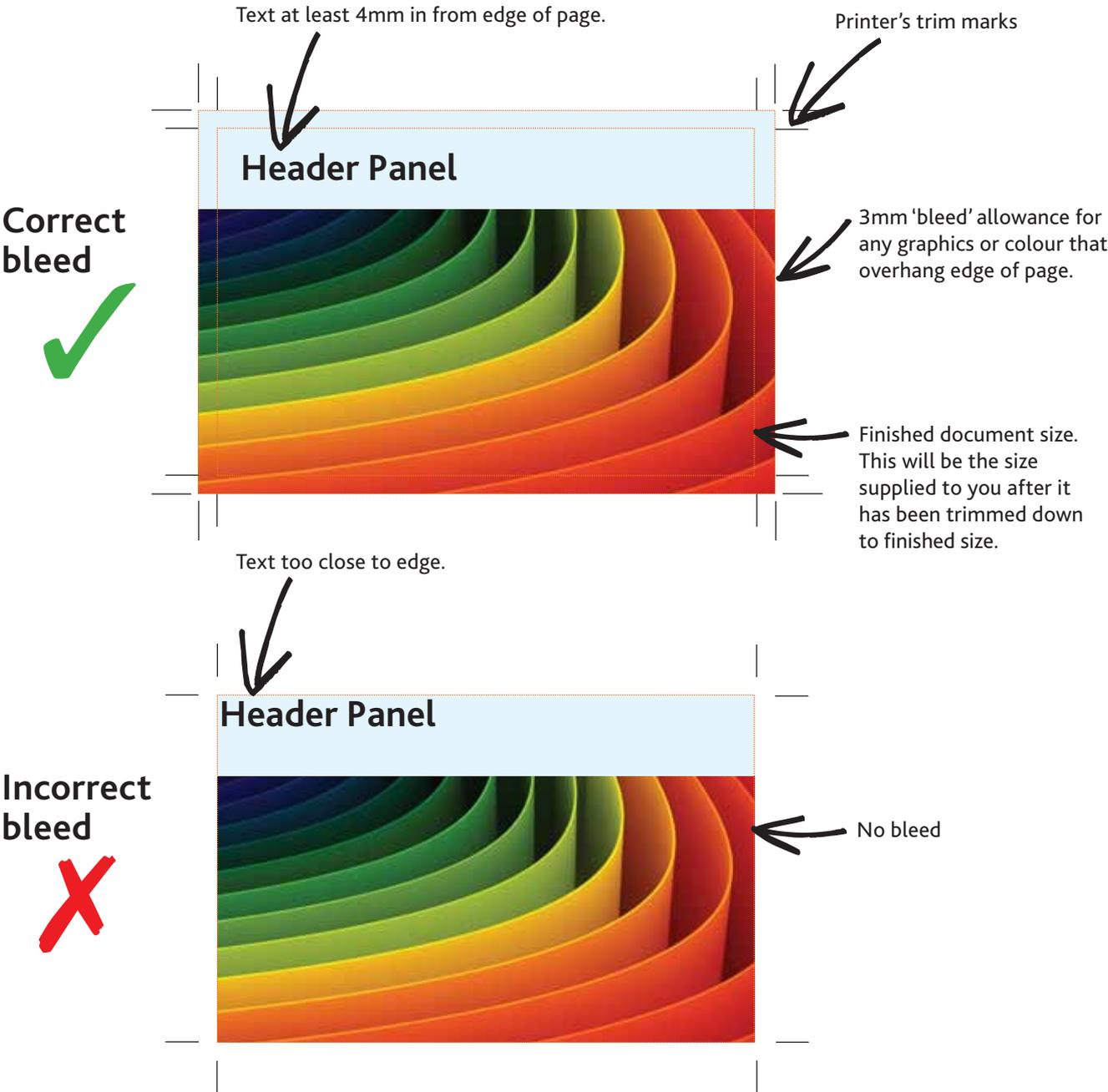
**C5** - 148mm x 210mm

**C4** - 210mm x 297mm

# What is bleed?

Bleed is a very important element that need to be added when you create your artwork.

Your design may incorporate images or colours that run off the edge of the page, so these items 'bleeding' off the pages should be extended to overhand by a minimum of 3mm off each edge. It is also advisable that text and borders be at least 4mm in from the edge of the page. Including bleed on your artwork is essential for finishing and guillotining purposes. It will eliminate any unprinted gaps on the edge of the document when it is trimmed down to finished size.



## Picture quality

For the best print quality we recommend you supply all photographs and images at 300dpi at the actual size they are to be printed. If you can only provide images at 72dpi, then they must be at least 4 times the size you want them to appear in your publication.

Please supply images as either TIFF, JPEG or EPS files and avoid files such as GIF, BITMAP and Internet pictures, as these formats are not high enough quality for printing. When saving as a JPEG do not compress the quality to make smaller file sizes, always save at the highest quality possible.

We are only able to reproduce your picture at the quality you provide - we cannot improve on the quality of your image. Be aware that lower resolution images can look good quality on screen but may appear blurred when printed.

To check the quality of your image, open it in your standard photo editing package. Most software allows you to check the size and resolution of your picture, this can usually be found in one of the drop down menus.

If you are using your digital camera to supply photographs make sure you set the camera to the highest quality setting. Do not downgrade the quality of the image before sending it to us.

**High resolution**



This is how a high resolution image will print on our press

**Low resolution**

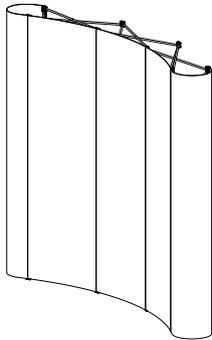


This is how a low resolution image will print on our press

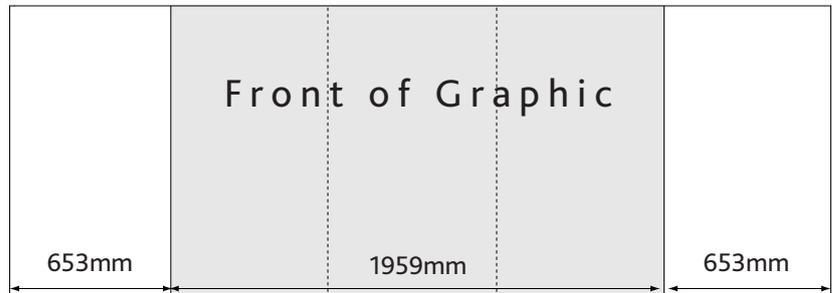
## Large Format Banners

### Advantage Pop Up Banner System

Assembled  
Pop up system



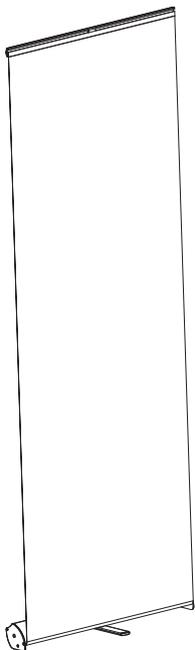
Graphic Wrap (2130 (H) x 3265 (W) mm)  
for 4 or 5 panel front add 653mm per panel



□ Denotes maximum viewable front area of graphic wrap

### Genie Pull up Banner

Assembled  
Pull up system



Graphic Panel (2315 (H) x 800 (W) mm)



□ Denotes maximum viewable front area of graphic wrap