

## HOW TO CREATE A PRINT-READY FILE - PLANNERS AND POSTERS

The following instructions will help you create a print-ready file. If after reading them you are still unsure about anything, please visit the FAQ section of our website, request a professional File Check or contact customer services.

### 1 FILE FORMAT


Send your file in **PDF format in 1:1 scale (not password protected)**.

### 2 TEMPLATE

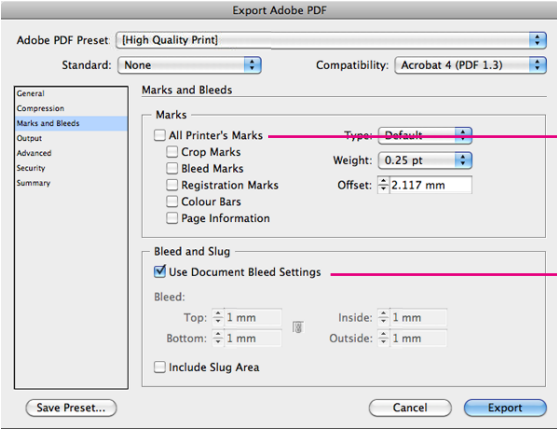
Always download **the template** for your product from the website and use it as the basis for your graphics. This will make it easier to create a print-ready file.

Insert the artwork in reading order, and then save the file in PDF format without crop marks, ticking the 'Use document bleed settings' checkbox.

- The template can be fully customised: you can change the fonts, add images, move elements, etc. Only **the number of pages, the file dimensions, the orientation and the bleed must not be changed**.



template                      customisation example 1                      customisation example 2



Do not include printer's marks ✓

Use document bleed settings ✓

### 3 RESOLUTION

The optimal resolution for the print files is **300 dpi**.

### 4 COLOURS

All files should be sent in **CMYK** (cyan, magenta, yellow and black), with a **Fogra 39** colour profile.

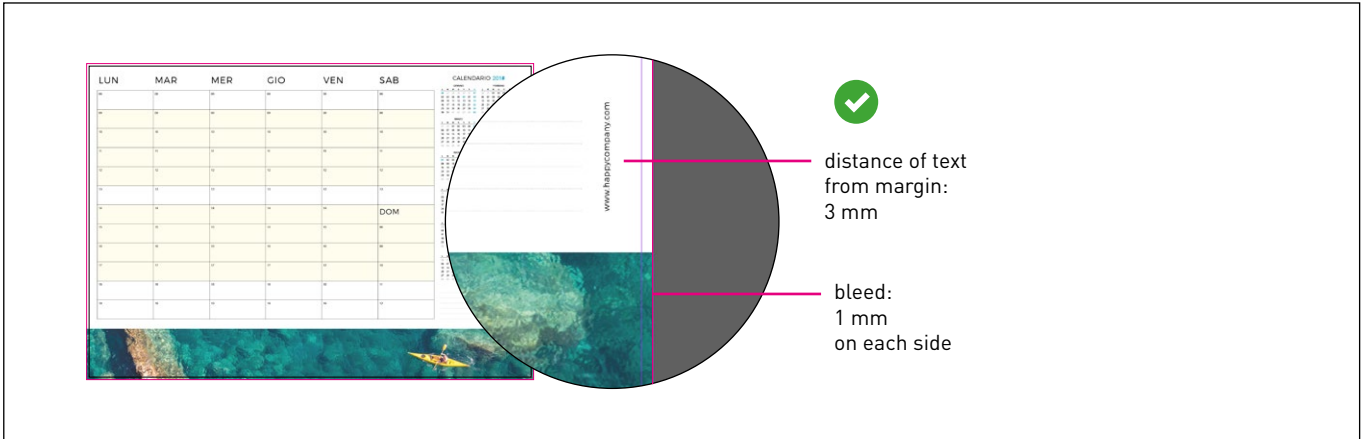
Any images which are sent in RGB or in PANTONE colours will be automatically converted using a standard separation profile.

### 5 FONTS

Fonts should be **embedded in the PDF or converted into curves/paths**. The minimum font size (below which we cannot guarantee perfect print quality) is 6 pt.

## 6 MARGINS AND BLEED

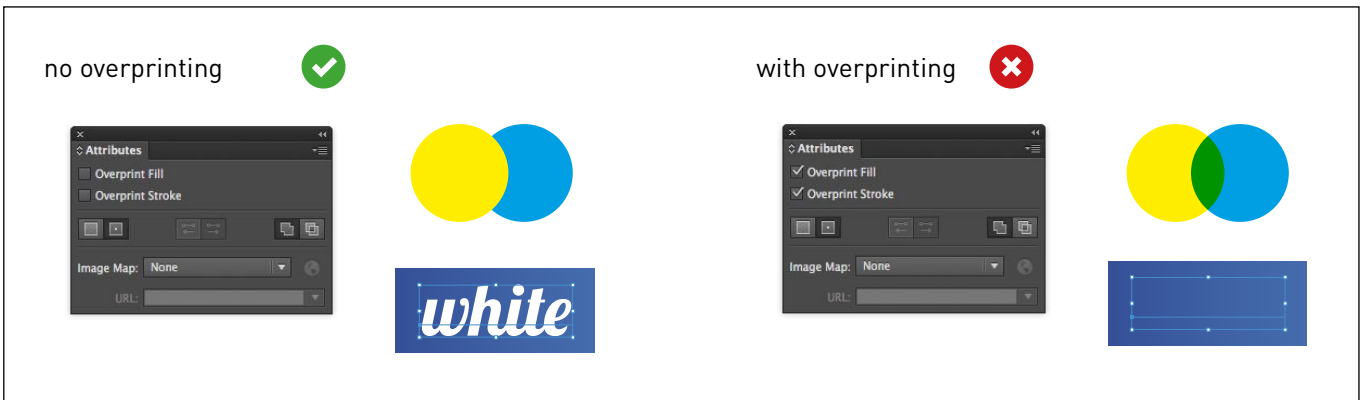
The required **bleed of 1 mm** on each side will already be **set up correctly in the template**. Text should be placed at least **3 mm** from the cut line.



## 7 ADDITIONAL INFORMATION

Vector paths should have a weight of at least **0.25 pt**. We **do not advise placing frames and passepartouts too close to the edges**, to avoid any inaccuracy due to the cutting tolerances.

By default, when overlapping opaque colours are printed, the top colour knocks out the area underneath. Overprinting prevents knockouts and allows the inks to overlap. To avoid unexpected colour results, **check that your file does not contain overprinted objects or text**.



## GOOD TO KNOW - Planners and Posters



DOWNLOAD THE TEMPLATE



ADD YOUR ARTWORK



SAVE THE PDF



PDF



300 dpi



CMYK



FOGRA 39



1 mm bleed



crop marks