

CORPORATE PRINTERS

All files going to print need to be supplied as press-ready PDFs to ensure you get what you need, when you need it.

If you need further assistance, we would be more than happy to help by visiting our South Melbourne workshop, giving us a call on (03) 9690 1166 or emailing info@corporateprinters.com.au

PRESS READY ARTWORK IN INDESIGN/CANVA

Supplied artwork through InDesign

1. Preparing artwork

To print we require all artwork to be press ready, this includes:

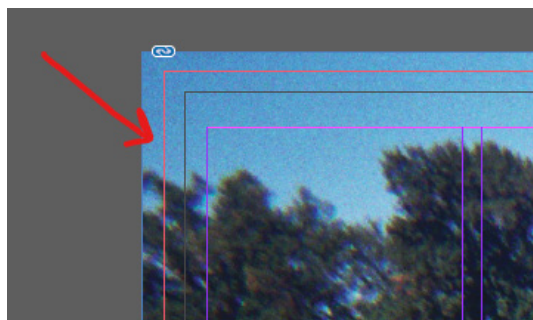
- A 3mm bleed,
- Correct sizing of file,
- Crop marks.

2. Adding bleed to your file

File → Document Setup → Bleed and Slug



Your document area is represented by the black line, while the bleed area is represented by the red line. Your image should stretch to the edges of the red line or beyond. (If this isn't showing for you - press W to show margins)



3. Double check your size!

Under Document Setup you should make sure your file matches the intended print outcome.

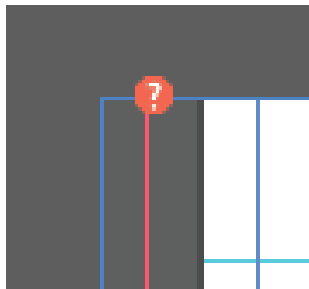
4. Pre-flight panel

To ensure high-quality export of images, the pre-flight panel should be clear of all warnings. Images should be properly linked to it's source file using the Links panel.

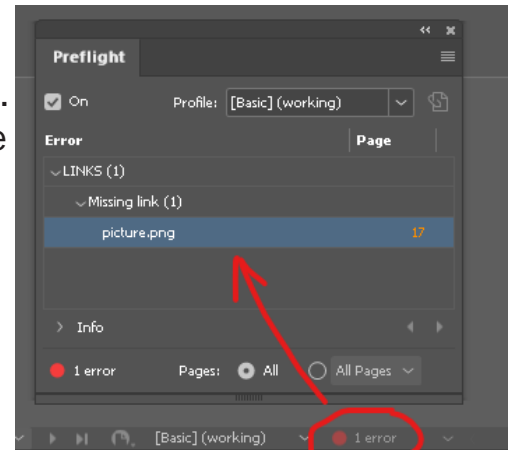
A link can break when moving a file's location or renaming it.



Linked file

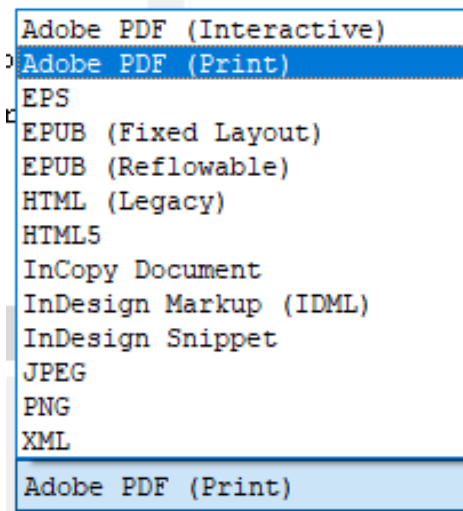
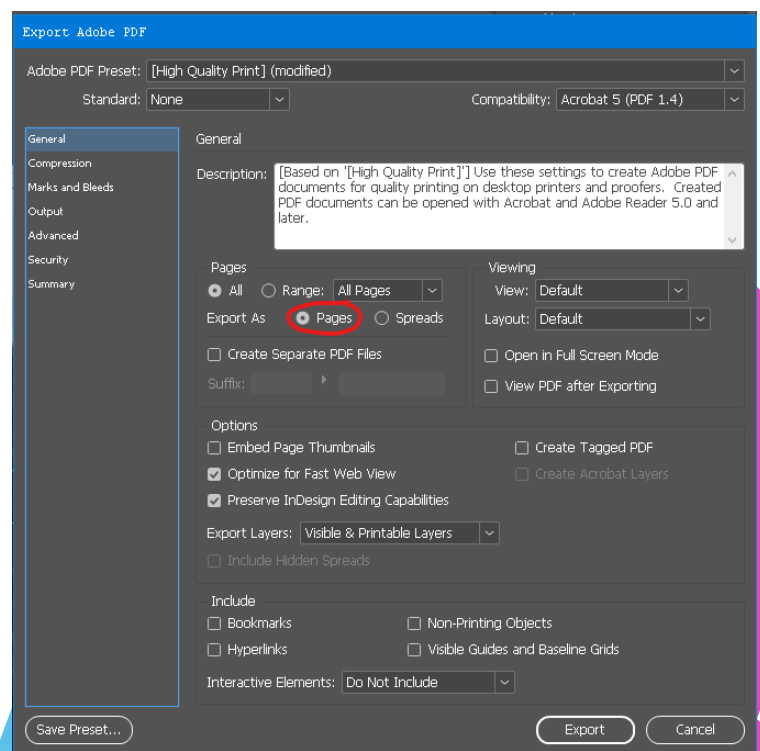


Unlinked file



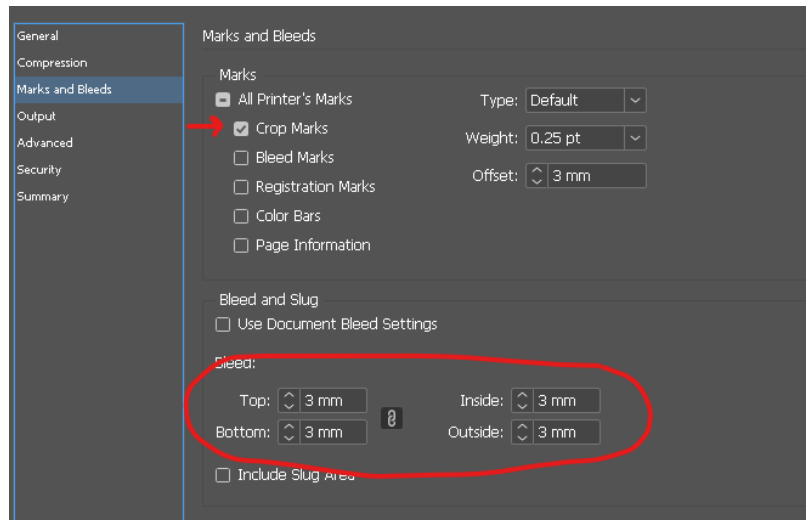
5. Export panel - PDF (Print)

All artwork should be supplied as single page print-ready PDFs with image compression set to maximum.



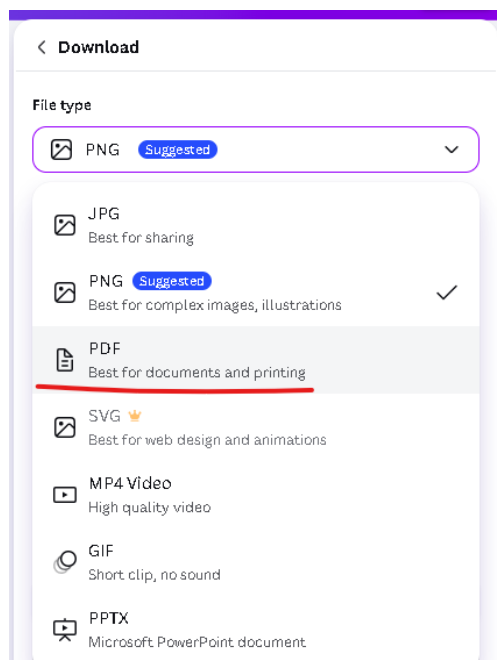
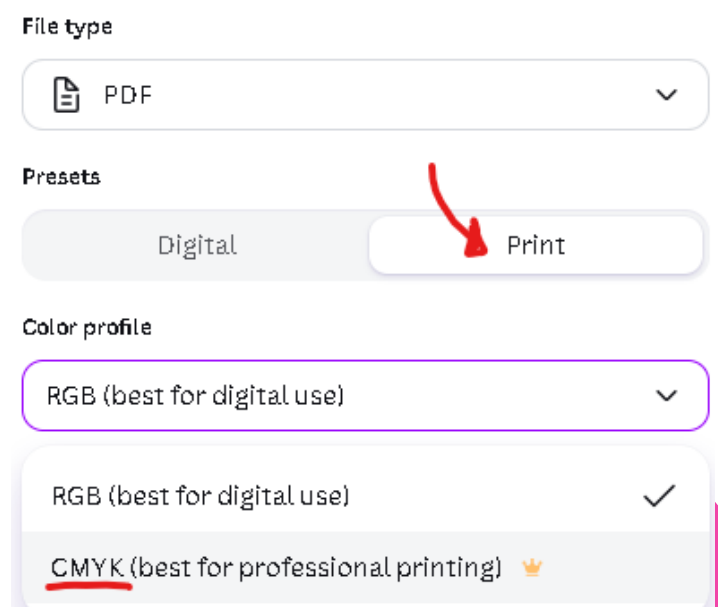
6. Export panel - Adding bleed

Even if bleed has been added to the document - it's important to check your document actually exports with it!



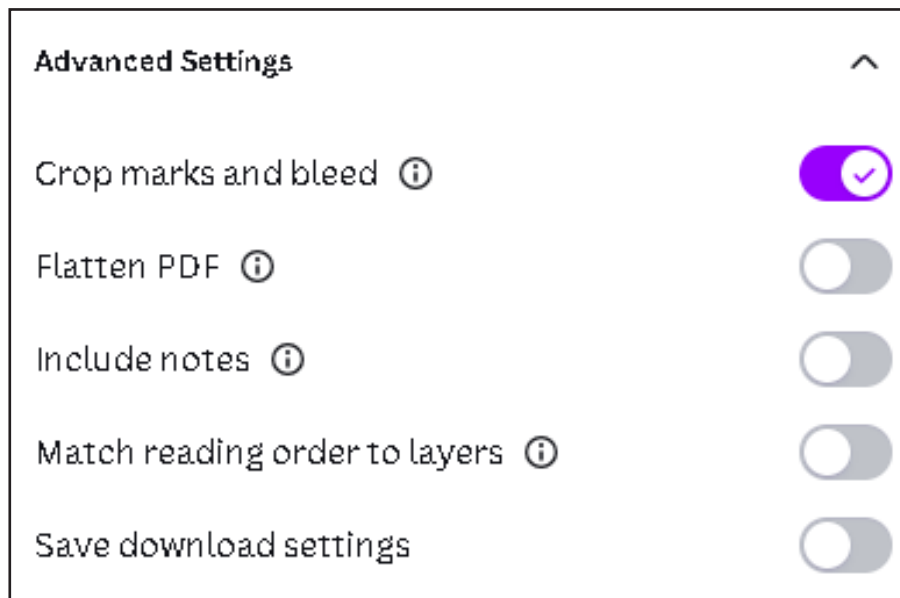
Supplied artwork through Canva

1. Export as Print PDF with CMYK colour profile (if able to)



2. Advanced settings

To print with bleed - we still need crop marks! They can be added under *Advanced Settings*.



PACKAGING INDESIGN FILES

In some instances we may require a package to your InDesign file.

A package includes a copy of your InDesign document, all image and font links and a sample PDF.

To create a package → Ctrl+Shift+Alt+P/Cmd+Shift+Alt+P

This can be supplied as a ZIP or uploaded to a file sharing service.

COMMON PAPER SIZES

A1 594mm × 841mm

A2 420mm × 594mm

*SRA3 320mm × 450mm

*SRA4 225mm × 320mm

A3 297mm × 420mm

A4 210mm × 297mm (Standard page)

A5 148mm × 210mm

A6 105mm × 148mm (Postcard)

A7 74mm × 105mm

A8 52mm × 74mm

DL: 99 x 210mm

DL Envelope: 110 x 220mm

Business card: 90x55mm

*SRA3/4 are slightly oversized A3 or A4s that allows printing of an A3 with bleed.