

Introduction

The following information is a guide to assist you in creating your yearbook artwork. Please follow the directions closely to ensure your artwork will be produced in the highest quality possible.

If you need any assistance please feel free to contact us any time on 02 9213 3790.

Deadline:

Please check your Order Form for when artwork is due.

As a guide, we aim to dispatch all yearbooks within 2 weeks of having received your artwork files.

Please note: and changes required to artwork after it is submitted will delay things.

Sending Artwork:

You may supply your artwork via email if attachments are < 20Mb, however if they are larger we suggest using services such as:

www.WeTransfer.com

www.DropBox.com

In the event you experience any problems whatsoever, please do not hesitate to contact us and we can make alternative suggestions.

Please ensure that the files are created according to the formatting specifications in this document.

Proofs:

We do send PDF proofs of your artwork.

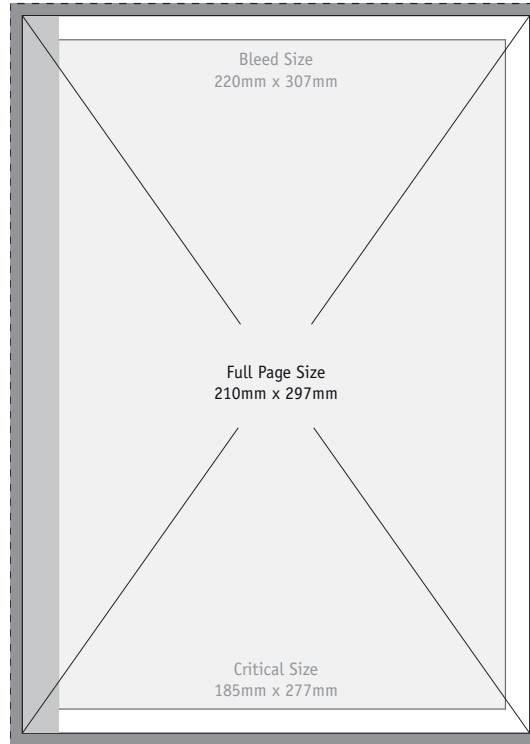
Changes to your Artwork:

There is the opportunity to submit changes after we have sent you your PDF proof, however this normally results in an artwork modification fee being charged; we will tell you if this is necessary.

Changes will result in delays with production schedule!

Text Sizes:

Below is an image with the recommended Trim and Bleed sizes for a standard A4 yearbook page. As a minimum, you should allow for a 2.5mm margin with a 10mm gutter (inside edge), however we recommend a larger area.



Guidelines:

Page Set Up:

Handy templates are available on our website.

210mm W x 297mm H

Bleed:

5mm

Format:

Print Ready PDF with Crop Marks and Bleed

Colour:

CMYK (Full Colour) / Greyscale

Fonts:

Verdana or Helvetica are recommended.
10pt minimum is recommended.

Images/Charts/Maps:

300 dpi or higher Resolution.
All images must be clean and crisp.
Generally, the images will appear of a similar quality to when you print them out on your office printer.

Page Numbering:

Page numbers should be included at the bottom of each page.

Tint:

We do not recommend using tints of less than 20% in images and no less than 50% for fonts. If using tints in fonts the print quality may be affected.

Front Cover Settings:

All artwork must be supplied in electronic format.

Page Set Up:	Twice the size of a Single A4 Page and Landscape (if text is portrait). If PUR Bound, you need to allow for the spine
Resolution:	300dpi
Colour:	CMYK (Full Colour) / Greyscale
Bleed:	5mm on all sides
Standard Trim Sizes:	A4 Portrait Cover - Saddle Stitched (420mm W x 297mm H) A4 Portrait Cover - PUR Bound (420mm + Spine W x 297mm H)
Spine:	Saddle Stitched - 0mm PUR Bound - Depends on Number of Pages $= \text{Number of Pages} \times (\text{Stock Weight} / 1,000) / 2 + 0.5$
Gutter:	Allow 15mm on either side of the spine of your artwork. <u>Do not</u> place important text or images within 10mm of the remaining edges (this is our recommendation, you may make it less but not less than 2.5mm)
Fonts:	Embed or converted to outlines.
Format:	Print ready PDF

Frequently Asked Questions:

When is artwork due?

The exact due date is specified on your order form. If you can't locate the form, simply contact us. We like to allow 2 weeks to print and bind your yearbook and 1 week for delivery.

We need some help with yearbook design, can you help?

Yes we can! Our design team can help you design the perfect diary. Charges may apply, depending on how long we take to assist you. Artwork is charged at \$85 per hour excluding GST, alternatively we can offer a quote for a fixed price service. Contact us to ask for a fixed price quote.

Do you provide proofs?

Absolutely! After receiving your artwork we will send you an electronic proof in PDF format.

There should be no differences between the file you have sent us and the proof we send back, however you should not assume this is the case and actually print out the PDF proof we send you for one final check.

What if I need to change the quantity of my pages?

You may make changes to your order up until the time we have started printing, which is at the time of final artwork approval.