YOU **DREAM.**
WE **DESIGN.**
WE **BUILD.**

ARTWORK PREPARATION.

EXPERIENTAL. EXHIBITION. ORGANISER SERVICES. OUTDOOR.

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Please follow this guide when preparing files for production.

- Artwork should be supplied at: 1/4 size, 1/2 size or full size.

- Artwork bleed should be set up as 10mm as standard, but 100mm bleed for full banner wraps.

- Artwork should be supplied no smaller than 1/4 scale at 300dpi when scaled to actual size.

- Please embed all relevant fonts and linked images.

- Please always use CMYK colours, not RGB or other colour systems.

- Artwork which is to be produced in vinyl must be supplied in a vector format, generally .AI or .EPS. Artwork created in a pixel format i.e. TIFF. JPEG is not suitable.

- If possible please use **WeTransfer** (www.wetransfer.com) to send us your files.

- If possible please provide your completed artwork files as PDF documents. The use of PDF reduces issues with the opening of files, file corruption and changes to fonts and images.

- If you have a different file type please contact your Account or Project Manager for their advice.

CHECK LIST.

DIMENSIONS.
Check and double check the specifications provided to you to ensure your artwork is set up to the correct size.

FONTS.
Please ensure you supply a collected for output folder of fonts with all digital assets. If you're supplying just a logo, then ensure all the fonts are converted to paths or outlines.

LINKED GRAPHICS.
With some artwork we need to actually open the design files and place them into working document files, without the linked graphics it is harder to do this, please provide all the relevant links.
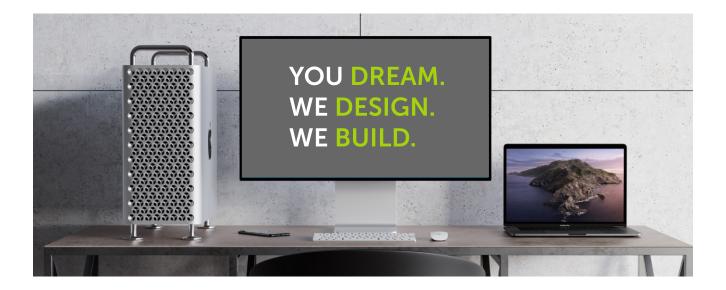
Indesign and Illustrator files should be provided as a collected for output folder of assets.

OVERPRINT.
Please ensure that overprint is turned off throughout your document, this can cause unexpected print results, it can also cause elements not to print at all.

LOW RESOLUTION IMAGES.
Please ensure your images are set up at 300dpi and to a standard artwork scale.   We work primarily at 25%, 50% and 100% scales, ask your account or project manager for the correct scale.

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