

## PRINT FILE REQUIREMENTS

### ■ FILE MANAGEMENT

- Good file management will save everyone time, make files smaller and easier to work with, and faster to transfer electronically.

### ■ BLEED

- All files must include bleed. In general use a minimum 1/2" bleed, up to 1" if possible at actual size. (this provides space for minor size adjustments for production)

### ■ COLOUR

- **Assign Pantone colours where colour matching is required.**
- Design the artwork in a CMYK colour space.
- RGB images are commonly supplied. Files created using RGB colours may produce unexpected results, and will be automatically converted by the RIP software. [Please be aware colours can shift.](#)

### ■ FONTS

- Include all fonts required while sending the file.  
(Incase you are facing any difficulty sending the fonts, we recommend converting text to outlines in Illustrator files to avoid potential font substitution issues.)

### ■ RESOLUTION

- In general, images should be 72-100 dpi at final size (i.e. images at 10% size should be 720-1000 dpi)
- Higher resolutions are fine.
- For large format printing, higher resolutions will not yield a better print result and create unnecessarily large files.
- Lower resolutions can be acceptable, depending on the image.
- We recommend in these cases, images are viewed in photoshop at 1:1 scale to determine if image quality will be acceptable.
- For large format printing, in some cases images can be acceptable at 50 dpi or less.