



MEDIAPPOINT FILE SET UP GUIDE

GENERAL GUIDELINES

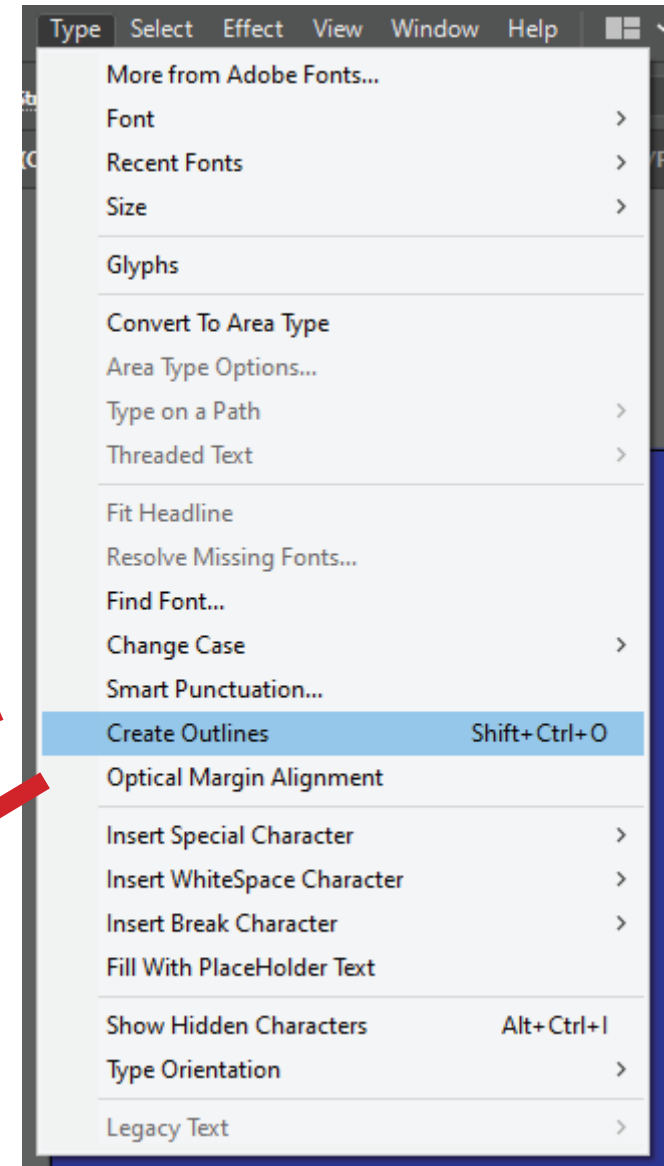
1. Fonts must be converted to outlines ([See guide on next pages for setup](#))
2. Have at least 3mm of bleed for single sided products and 5mm for double sided boards
3. Not having trim marks for rectangle artwork is preferred
4. For rectangle artwork ensuring your trimbox size is correct ([See guide on next pages for setup](#))
5. Please include finished size and quantity at the end of your file name EG 600mm x 900mm qty 2.pdf
6. PDF Artwork only – we do not accept any other formats
7. Artwork to be provided at 100% size for all product except banners
8. If you want the closest match to a pantone colour, use a Pantone C spot colour and our profile will get the closest possible match, use CMYK colour only for everything else ([Do not use RGB](#))
9. For custom cut boards please setup a stroke as a Spot colour named Thru-cut
Please ensure this is a center aligned stroke and a closed shape ([See guide on next pages for setup](#))
10. Maximum file size is 2gb, though smaller is always preferred to minimise issues
11. 300 dpi for any raster images at 100% size
12. Any elements set to Overprint will print over underlying colours.
Check artwork carefully to ensure overprint is applied intentionally.

PLEASE SEE MORE INFORMATION ON NEXT PAGES >

GENERAL SET UP



Make sure to outline any text that is in the document (occasionally fonts are not correctly embedded into the exported PDFs. This means that while the text may appear normal in previews, it will error during printing and print as a totally different font; or not print at all. To avoid this, we recommend outlining all fonts in your documents to convert them to shapes.)

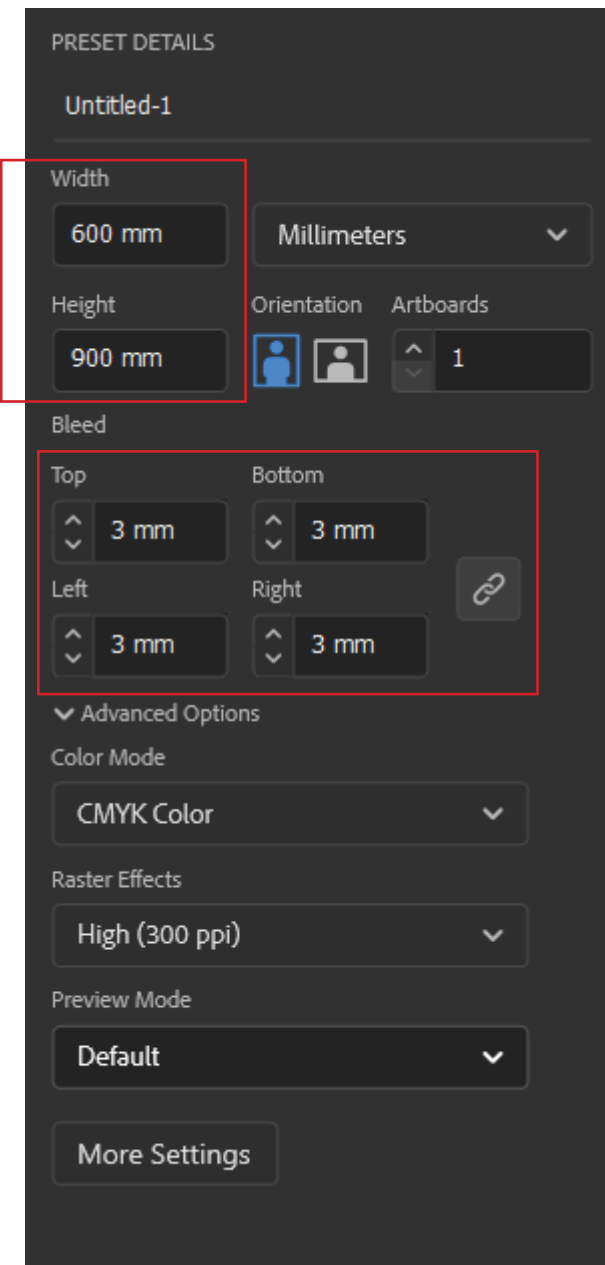
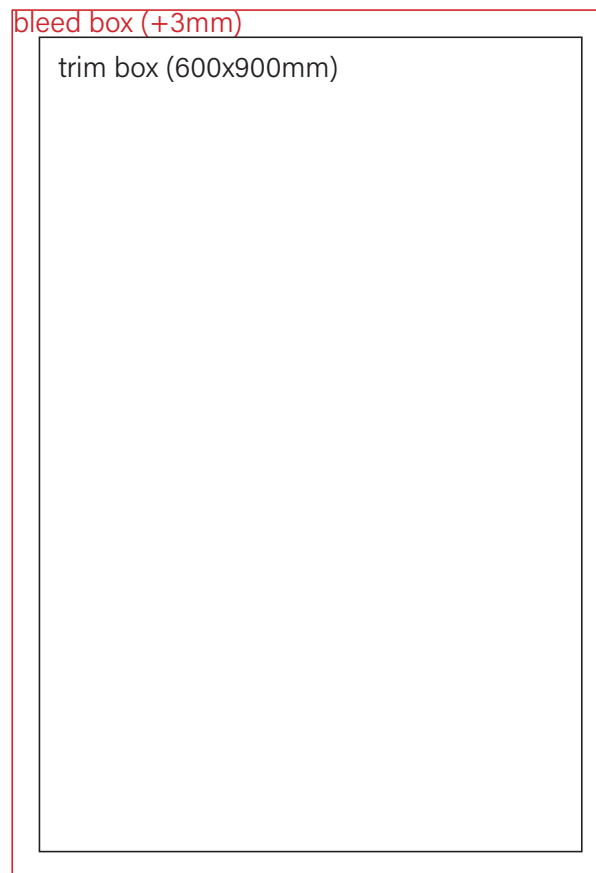


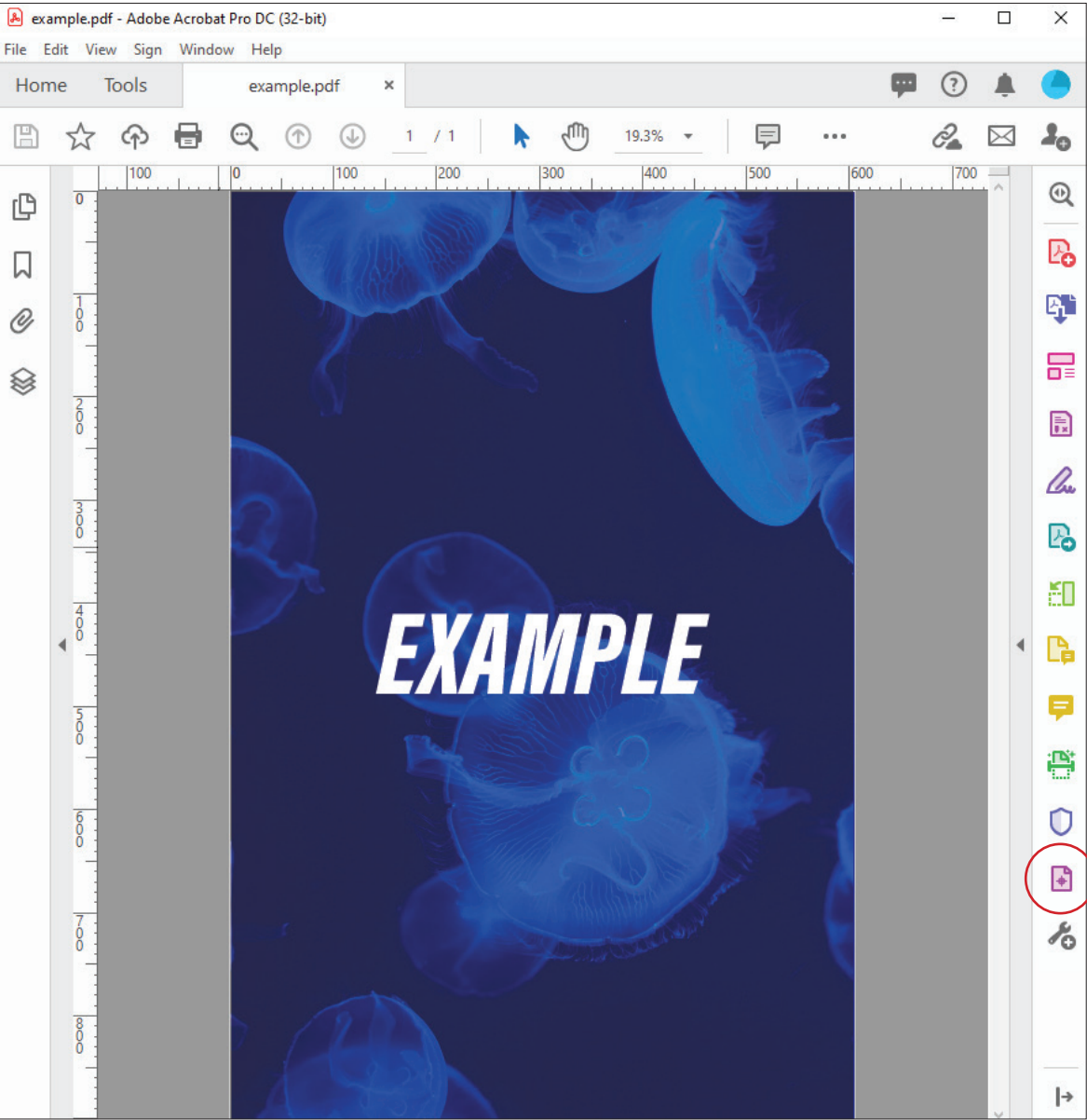
GENERAL SET UP



We require all files are submitted print ready.
For us, this means your file will:

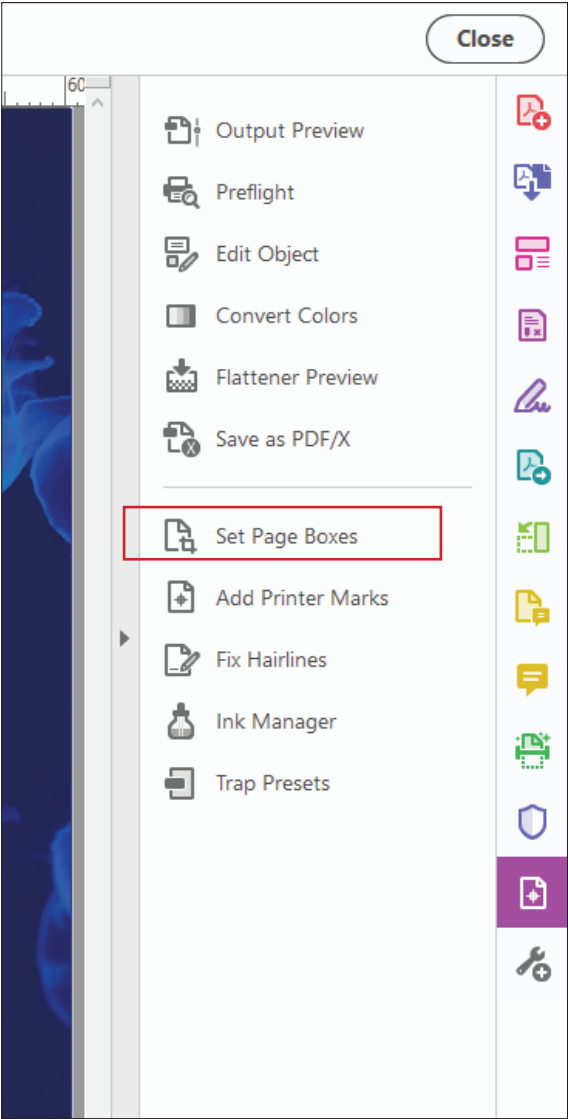
1. Have the trim box set as the finished size
2. Have at least 3mm of bleed
(the required amount of bleed may be different for some products)



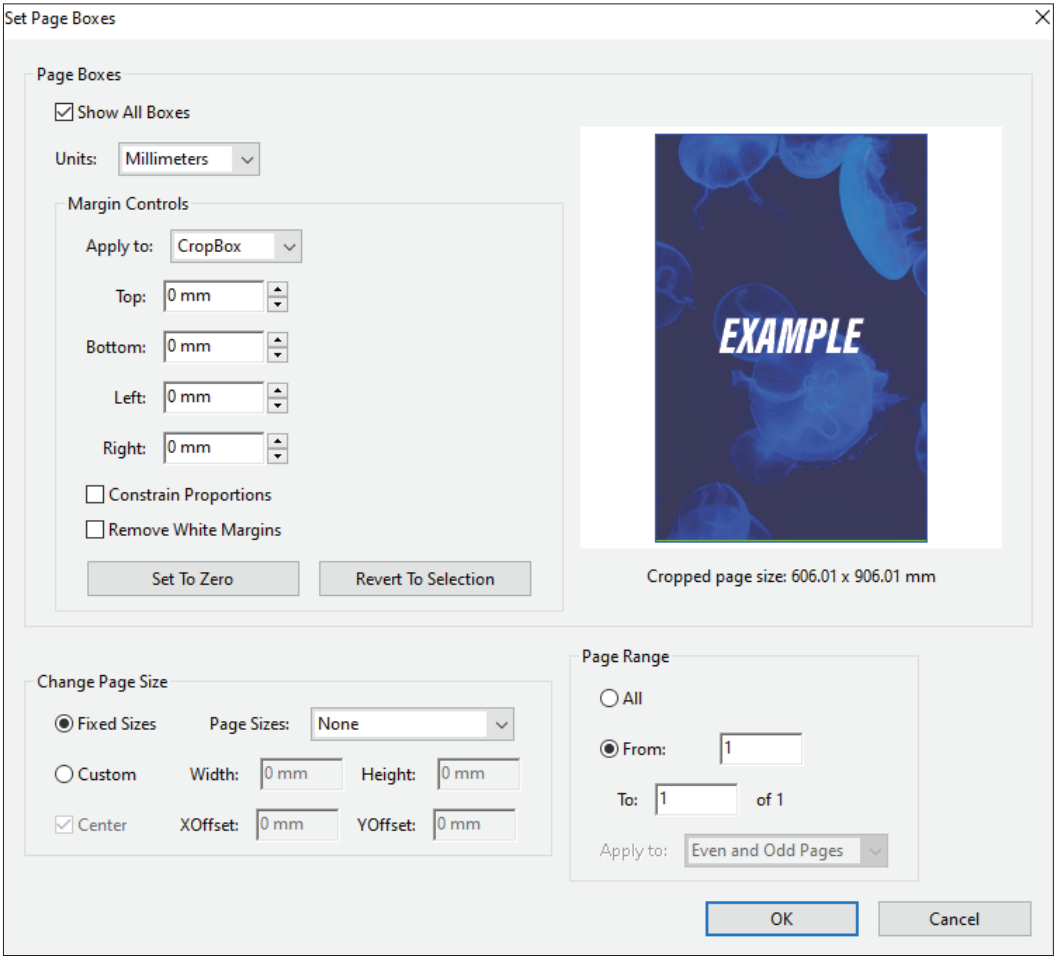


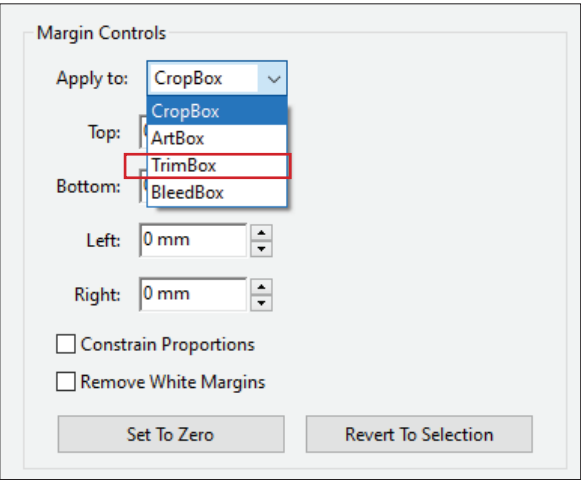
To check a document's trim and bleed box dimensions open the file in Adobe Acrobat Pro DC

Click on the Print Production Menu icon



Select “Set Page Boxes” to bring up the “Set Page Boxes” pop-up window

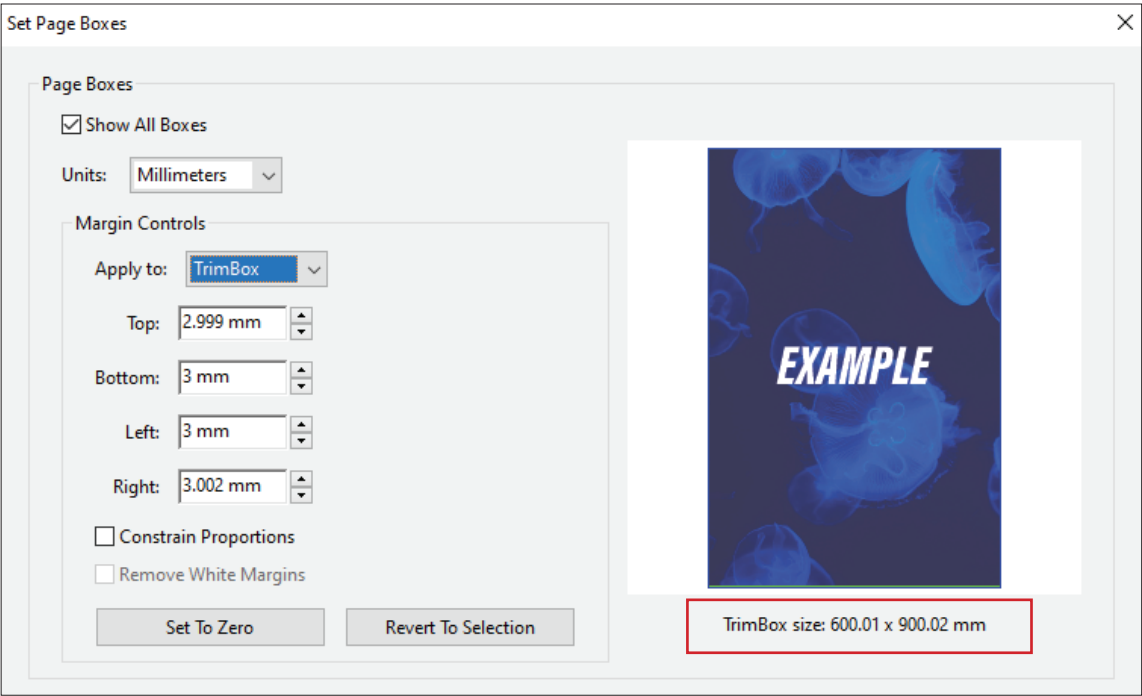




Under Margin Controls, select the drop down menu to check the TrimBox dimensions.

The trim box dimensions will be shown under the preview pane.

(don't stress if the dimensions shown are out by <0.1mm. This is a known glitch with Adobe Acrobat, and will not affect the output of your document when printed)



THRU-CUT SET UP

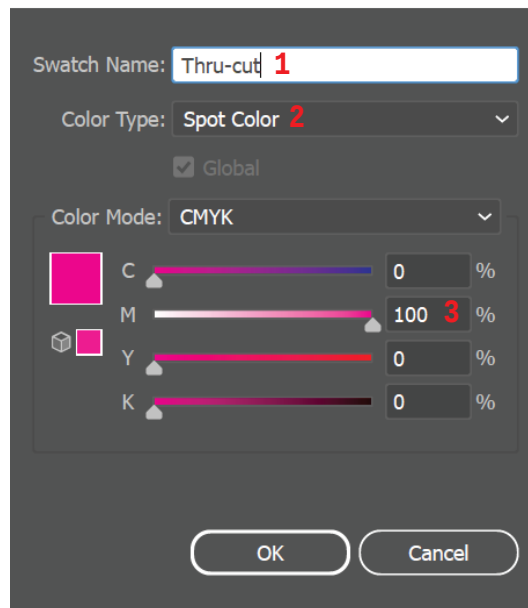


We require all custom cuts to follow these guidelines:

1. Ensure your stroke "Swatch Name" is a vector with this spelling named: Thru-cut
2. Ensure the "Colour Type" is Spot Color
3. Ensure CMYK value is any colour besides White (do not select 0,0,0,0)

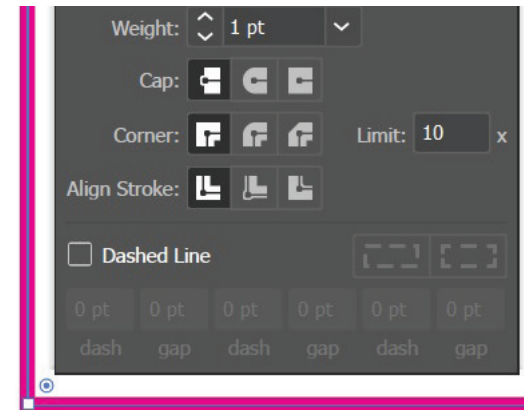
Ensure that your artwork has 3mm bleed outside of the Thru-cut stroke

New Swatch

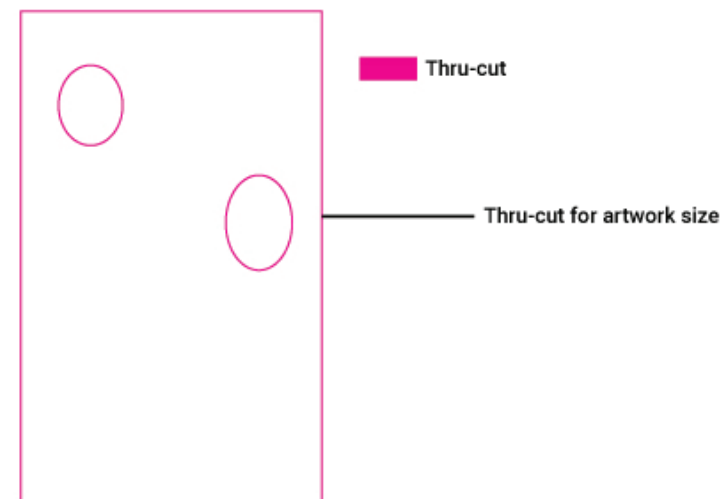


NOTE: Each sheet must contain only one Thru cut.
Multiple cuts or multiple items on a single sheet will not be accepted.

Ensure that your stroke is center aligned as per the below specs



Ensure that you always have an outer Thru-cut stroke for the outershape, even if you are having inner cuts. Ensure all of the Thru-cut strokes are closed shapes.





If you would like your board products to be finished with holes, we will need the files supplied with a Thru-Cut spot colour indicating their position and size.

(please see instructions for Thru-Cutting for more information on setting up a Thru-Cut spot colour)

The holes in your document must be at least 6mm in diameter for us to cut them.

(we do not drill holes, we cut them using a router)

And your artwork must be closed with a Thru-cut spot colour to indicate the outer trim box.

Make sure to leave enough space from the edge to avoid tearing or damaging the stock.

