



MEDIAPoint FILE SET UP GUIDE

GENERAL GUIDELINES

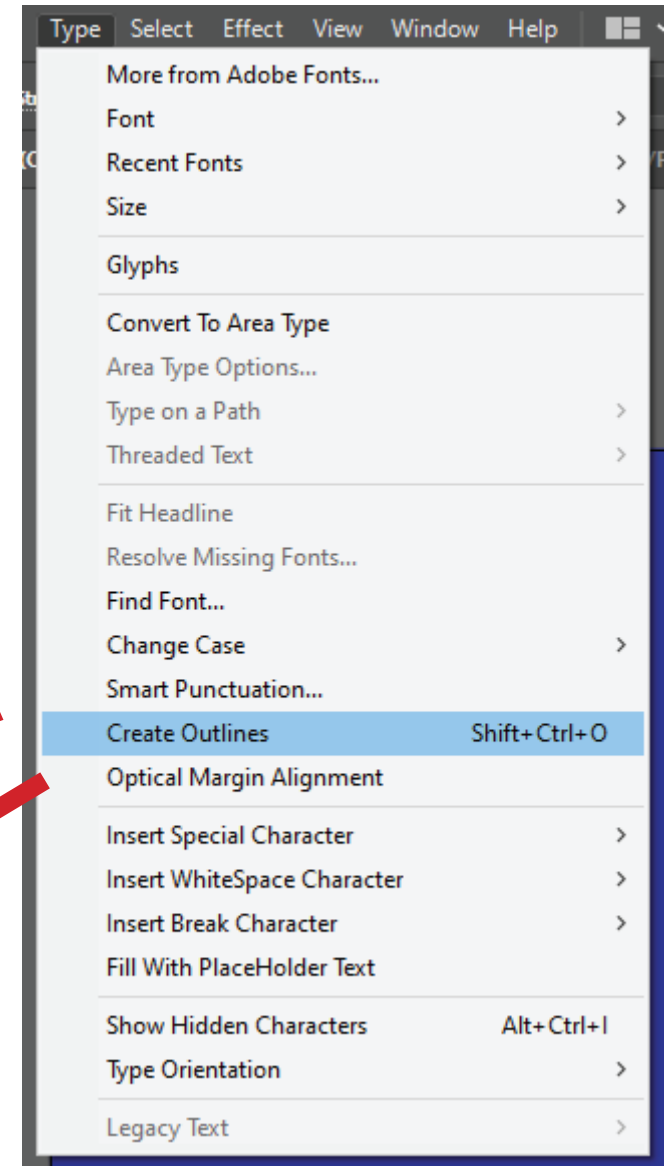
1. Fonts must be converted to outlines ([See guide on next pages for setup](#))
2. Have at least 3mm of bleed for single sided products and 5mm for double sided boards
3. Not having trim marks for rectangle artwork is preferred
4. For rectangle artwork ensuring your trimbox size is correct ([See guide 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. Maximum file size is 2gb, though smaller is always preferred to minimise issues
10. 300 dpi for any raster images at 100% size
11. 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



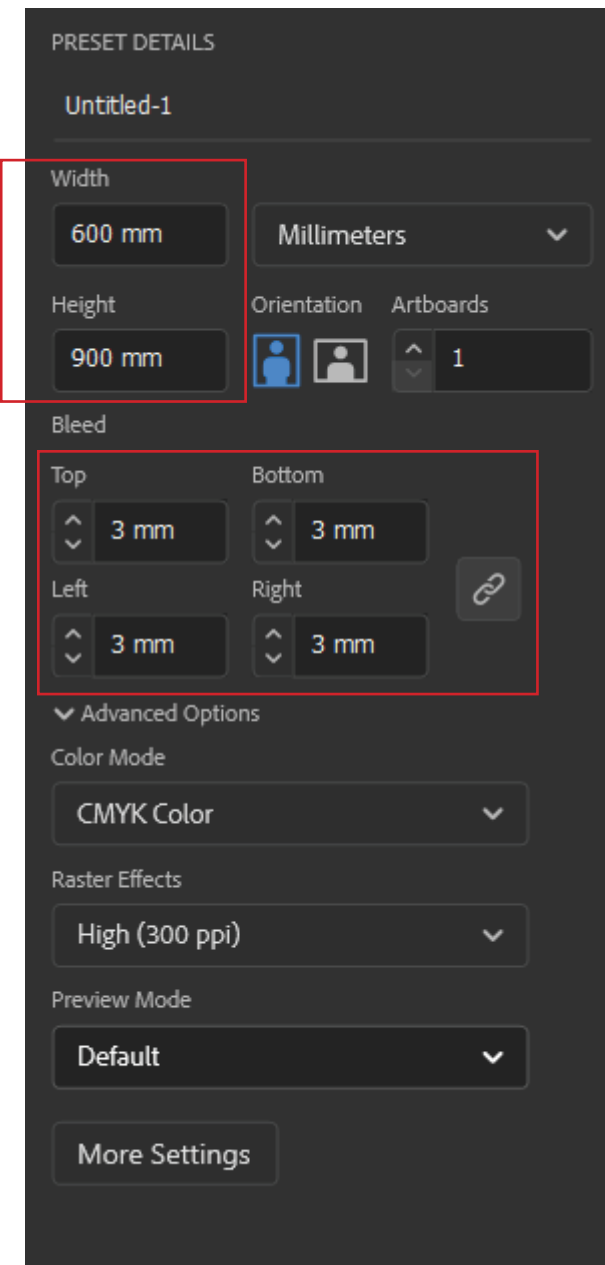
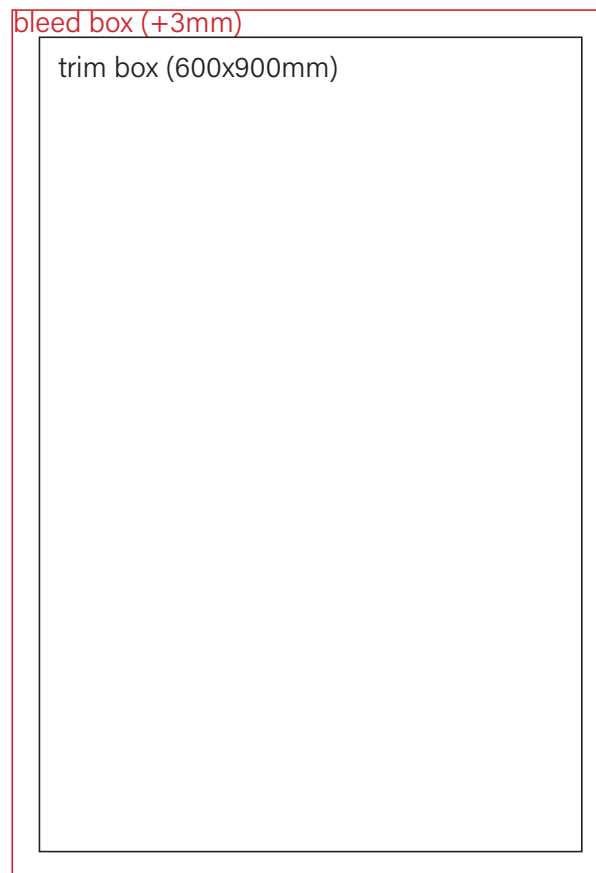
Make sure to outline any text that is in the document (occasionally fonts are not correctly embedded into the exported PDFs. This means that while the text may appear normal in previews, it will error during printing and print as a totally different font; or not print at all. To avoid this, we recommend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



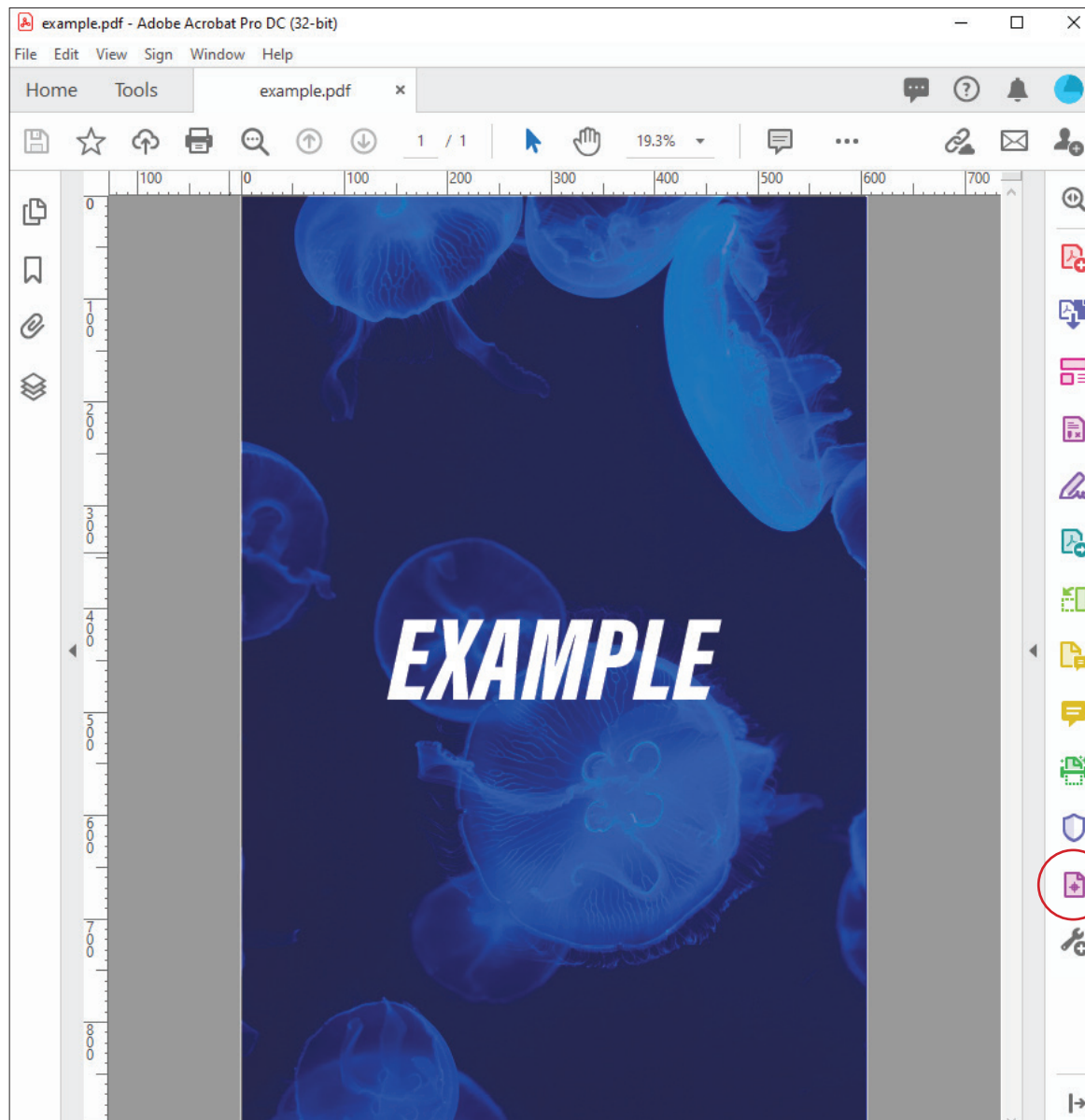


We require all files are submitted print ready.
For us, this means your file will:

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)



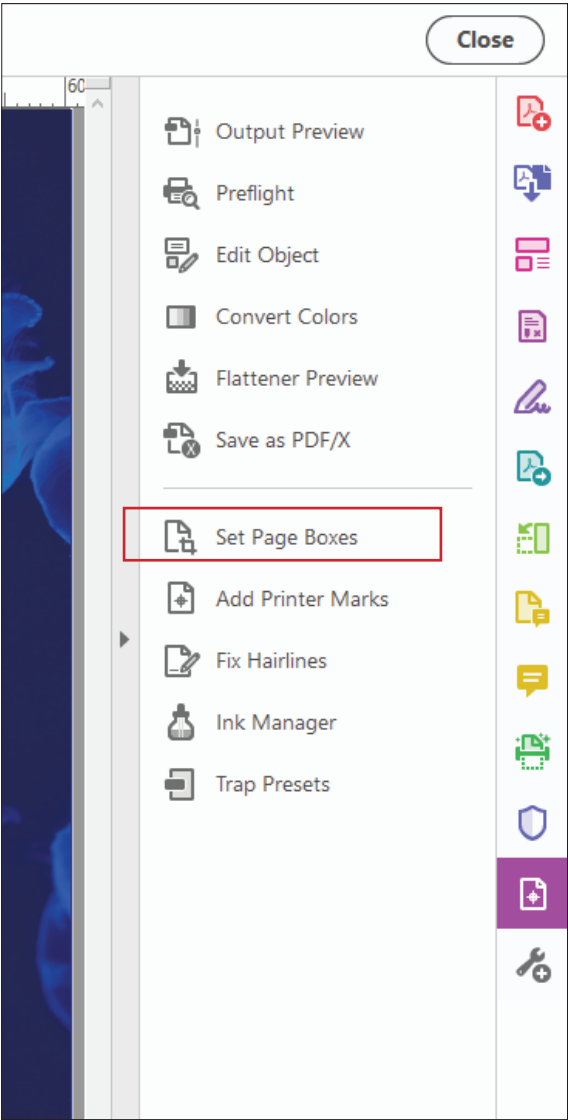
GENERAL SET UP



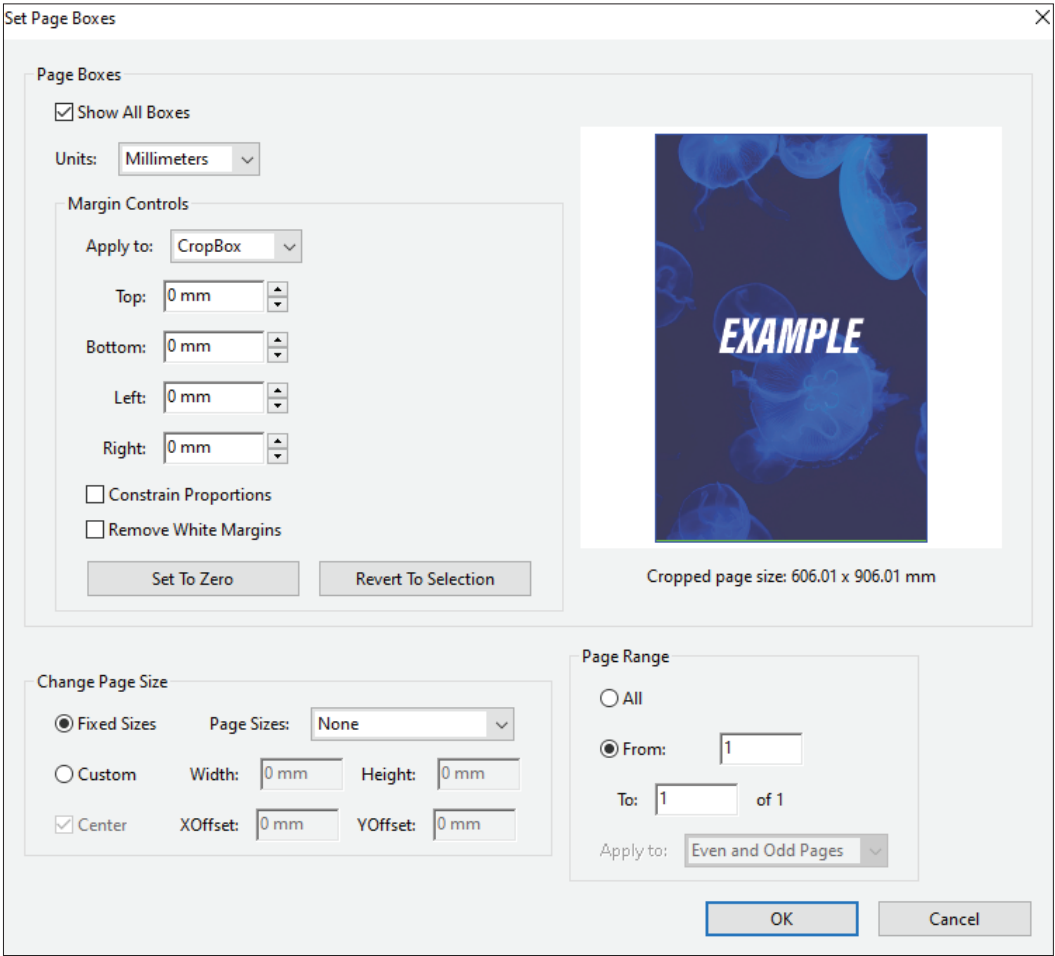
To check a document's trim and bleed box dimensions open the file in Adobe Acrobat Pro DC

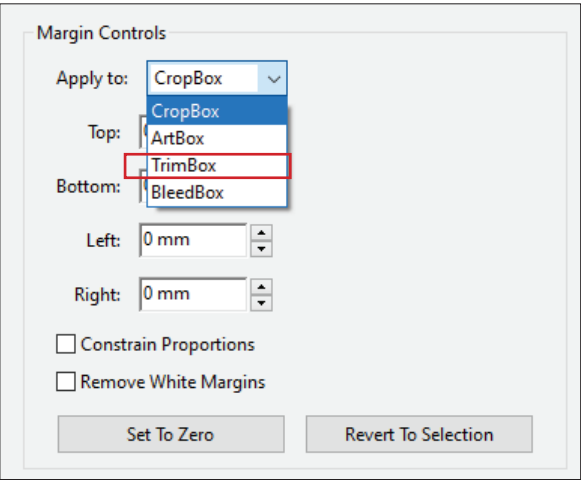
Click on the Print Production Menu icon





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

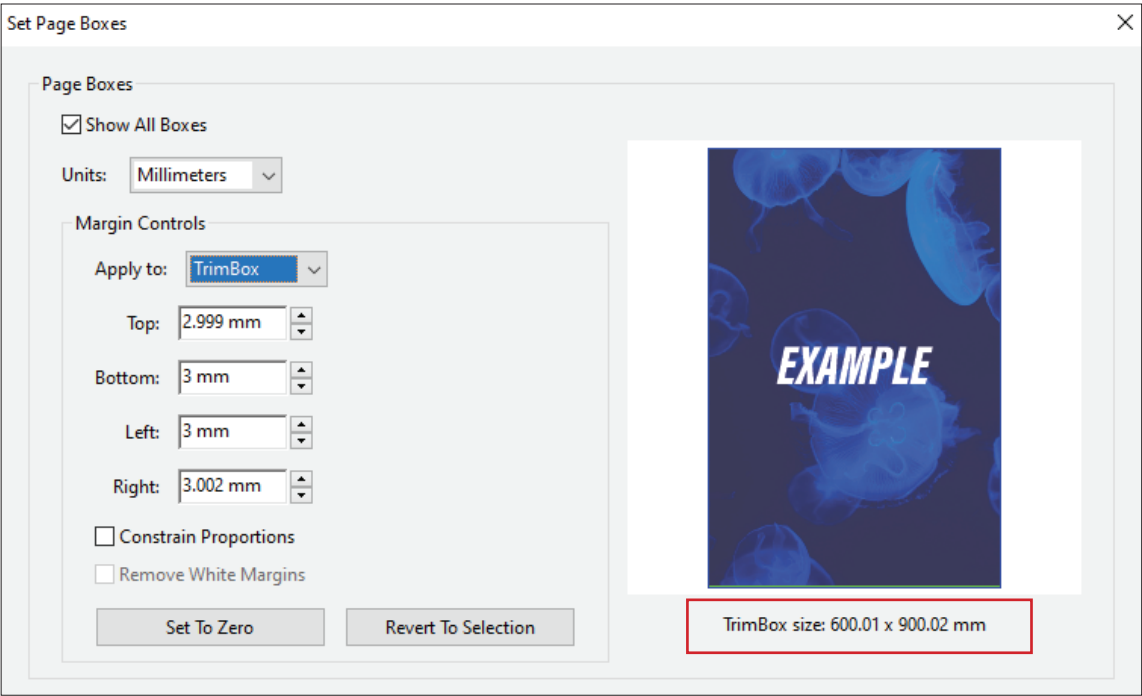




Under Margin Controls, select the drop down menu to check the TrimBox dimensions.

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)



EYELET SET UP

If your artwork requires eyelets, please ensure you keep a 45mm “safe zone” in each corner of your boards and/or 45mm safety zone along the edges of your banners

