

Please read these guidelines before starting your design.

When supplying "Print Ready" files to ACT, we would prefer files to be Hi Res CMYK PDF's with all layers and transparencies flattened, text converted to curves, 3mm BLEED and NO CROP MARKS.

ACT have invested in specialist software that automates making the files ready for print and cutting, automatically nesting and adding the bleed.

We recommend using Adobe Creative Suite or Quark Xpress for your file setup.

PAGE SIZE: All artwork is to be set up @ 100%, 50% or 25% of the final size. Sometimes it has to be less when working with Superwide graphics and in that case we would suggest 10% but avoid this if you can (if you are using Illustrator then change the Artboard to the correct size - do NOT float in the middle of a page).

BLEED: In the Adobe packages, this bleed can be set up when creating the NEW document and can be seen off the side of the page/artboard. Set up your files with 3mm bleed all around (please allow for scale ie. 50% is 1.5mm, 25% is 0.75mm, 10% is 0.3mm). By "bleeding" your colour off the edge you will ensure that there are no white edges on your prints.
FOR FABRIC ONLY PLEASE SUPPLY 50MM ON ALL EDGES (please allow for scale ie. 50% is 25mm, 25% is 12.5mm, 10% is 5mm)

COLOURSPACE: Use only CMYK colours which means:

- DO NOT USE RGB
- Convert all Pantone colours to CMYK
- DO NOT USE LAB COLOUR - this changes colours completely to what you see on the screen.

Should you wish a specific colour match then please advise when supplying your files and give 2 extra working days for this to be completed - ACT will produce the closest colour match available on that material using the specific printer.

FONTS: All Text on files must be created to outlines or created to curves when outputting to print.

IMAGE FILES: Please setup your files @ 300dpi at a quarter size in CMYK (NOT RGB).

DESIGN: Make sure you don't put logos and text too close to the edges - a minimum of 5mm at 1/4 size (20mm @ 100%) would be a good rule of thumb.

From InDesign

- 1 Flatten the Layers and Transparencies of your document and convert all your text to outlines/curves.
- 2 Save your InDesign document using the Adobe PDF Presets in the File Menu.
- 3 Select the Preset - PDF/X-4:2008.
- 4 Do NOT include Printer Marks.
- 5 DO INCLUDE "Use Document Bleed Settings".

From Illustrator

- 1 Flatten the Layers and Transparencies of your document and convert all your text to outlines/curves.
- 2 Save your Illustrator document as an Adobe PDF.
- 3 Select the Adobe Preset - PDF/X-4:2008.
- 4 Do NOT include Printer Marks.
- 5 DO INCLUDE "Use Document Bleed Settings".

From Quark

- 1 Export your file with the Preset - PDF/X-4 (this is the latest version)
- 2 Do NOT include Registration Marks.
- 3 DO INCLUDE BLEED

- 1 Open your file in Illustrator, and flatten all your layers.
- 2 Create a new layer ABOVE your artwork layer, name it "White Layer".
*make sure all your fonts are outlined before proceeding.
- 3 Select the object that will be getting white ink, copy and paste it in your new spot 1 layer - this must be in exactly the same position as on the Layer 1 to ensure it lines up.
- 4 Create a Spot Colour and name it "Spot 1" - this must NOT be a colour already used in the print document - we suggest Magenta if not already used.
- 5 Merge all paths in the object and set the colour to "Spot 1" (this will be printed white).
- 6 If your object is not a vector path, you will have to trace around the shape with the Pen tool, that will serve as your spot white shape.

- 1 Open your file in Illustrator, and flatten all your layers.
- 2 Open your file in Illustrator, create a new layer above your artwork layer, name it "Cut Layer".
- 3 Depending on the shape of the cutline, you can copy the existing vector shapes in your artwork or create one solid shape using the path tool (like a circle or square). Place this on the "Cut Layer" - this must be in exactly the same position as on the Layer 1 to ensure it lines up.
- 4 Create a Spot Colour and name it "Cut" - this must NOT be a colour already used in the print document - we suggest Magenta if not already used.
- 5 If your artwork has a background color or design, please stretch it slightly to create bleed around the cut line.
- 6 Your cut line path should be 1pt stroke only - this line will not print.

When sending files digitally to ACT have a number of options:

- EMAIL:** ACT have an unlimited email limit but we recommend that you only send emails with attachments up to 15MB in size as this slows down our email programmes
- ACT FTP:** Contact ACT and we will set up a personalised ftp folder on our server with a dedicated password for you to upload to ACT
- DELIVERY COMPANY:** Use mailbigfile, Dropbox, Hightail etc. and send us the link so that we can download your artwork.
- CLIENT FTP:** Send us a link to your own FTP host so that we can download your artwork.

As a guide - why not use our pre-print checklist below before sending your files to ACT

- Allow a reasonable lead time to achieve your deadline
- Files are being supplied CMYK (no RGB or spots or LAB colours)
- Artwork transparency flattened and to correct colour space
- Fonts are outlined
- Bleed/Safe Margin setup is correct for type of product
- Check and set correct page size
- Correct resolution for all images is set at 300dpi @ 100%
- Use built in preflight tools (Acrobat/Indesign) to check files yourself
- If possible, avoid Microsoft Apps! We would be really happy if you did!
- Get a 3rd Party to check your final PDF before submission as we don't Proof Read