



This is a basic guide to assist you with your electronic file preparation and submission. If you have a specific problem not covered in this guide, or other questions, please contact us. Improperly prepared files can cause delays in manufacturing and we will contact you if additional charges need to be applied.

**WE ALSO OFFER A FILE SET UP SERVICE, CONTACT US FOR A QUOTE.**

**\*\*Please understand that you will be responsible for checking that all files supplied are correct. This enables us to efficiently print and deliver your jobs without any unexpected delays. LocalPrint cannot accept responsibility for errors resulting from incorrectly set up files.**

**07 5609 8405**  
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<b>FILE TYPE:</b>	.pdf ONLY
<b>FONTS:</b>	Convert to outlines/embedded
<b>COLOURS:</b>	CMYK ONLY (NO RGB/PMS/LAB)
<b>IMAGES:</b>	PhotoShop / Illustrator resolution should be 350dpi (Zip or No Compression for best results)
<b>CROP MARKS:</b>	Please include
<b>ICC PROFILES:</b>	Please DO NOT embed
<b>RICH BLACK:</b>	40% Cyan, 40% Magenta, 40% Yellow, 100% Black ***Please try to avoid using Rich Black on small / thin / or reversed out type and Key lines.
<b>BLEED:</b>	Minimum 2mm *Please see templates specs per product for more details.
<b>SAFE ZONE:</b>	Copy should be a minimum of 3mm inset from the border to avoid it being cut off.
<b>SPOT UV:</b>	We require only one PDF per version. Select the elements that are to be in Spot UV, copy them and paste them in place on a separate layer. Select these elements and create a new colour swatch called 'SPOT UV', set the 'Colour Type' to 'Spot Color' and set the CMYK breakdown to 100% Black. Now set these Spot UV elements to overprint.



### **FRONT/BACK CARDS:**

Please ensure you supply your artwork to us with front and back combined into a single PDF file.

e.g. Standard 2 Sided Business Card

- Page 1 represents the front of the card.
- Page 2 represents the back of the card.
- Please note: Gloss and Matt Cello on 1 side will always be applied to Page 1 of your PDF document.

### **MULTIPLE VERSION CARD ORDERS:**

- eg. Different Names
- All card variations require separate a PDF for each version (not supplied all in one PDF or ganged on one page).

### **EXTRA FINISHES:**

When ordering any order with Extra Finishes, we require an additional 3 Page PDF Proof.

- Page 1 should be artwork or key line for the Extra Finish (eg. Keyline for a die cut or perforation, or as a solid black design indicating the area for Foil or Emboss).
- Page 2 will be the Front side of the order, plus an overlay of the artwork for the Additional Extra Finish indicating how you wish it to be applied.
- Page 3 will be the Reverse side of the order, plus an overlay of the artwork for the Additional Extra Finish indicating how you wish it to be applied.

### **FOIL/EMBOSS SETUP:**

Foiling and or Embossing can provide a premium result when highlighting a logo, image, bold type or applied as an overprinted PATTERN over solids for a more unique and creative result.

- When supplying final artwork which requires Foiling and or Embossing, artwork for the Foiling and or Embossing must be supplied as an extra PDF file which contains all the Foiling or Embossing elements set as solid black.
- Please note: If combining both Foiling and Embossing on the one order, we require one PDF for the Foiling artwork, and a second PDF for Embossing artwork.
- It is important to make sure that this Foiling and or Embossing exported PDF file is identical in all respects to (size, orientation, crop, position of images and text etc.) to your original CMYK artwork.
- Please note: The reverse mirrors the front so check that your Emboss is placed in the correct location (flipped) on the reverse. Ensure your artwork is centred on each page so Emboss line up exactly when flipped.

### **HOW TO SETUP AND SUPPLY YOUR FILES FOR FOILING/EMBOSSING:**

- Open your artwork in your design application.
- Create a new layer for the Foil or Emboss artwork.
- Select the elements you wish to enhance with Foil or
- Emboss and duplicate them to the new Foil or Emboss layer.
- Fill the elements with 100%K (Black). All elements should be set to 100% Opacity.
- IMPORTANT – Select all graphics on the Foil or Emboss layer and set them to “Overprint Fill” in the Attributes palette (Window/Output Attributes).
- Select “Overprint Preview” from the ‘View’ menu to CHECK your work fits correctly.
- Export the Foil or Emboss Proof – by exporting as a single PDF including all layers, with all trim marks.
- Export the Foil or Emboss layer – by turning off all layers except the new Foil or Emboss layer, then export as a single PDF with all trim marks.
- Proceed to export the final CMYK file by turning off the Foil or Emboss layer, then export all CMYK layers with trim marks.

## **DIECUT SETUP:**

We recommend using a dieline from our extensive range of templates. If you require a custom diecut, please contact us directly. If you choose to create your own die, it is best practice to create your dieline, mock it up and test it before laying out your artwork. Then repeat that process prior to placing the order and the artwork is complete.

This is especially important with packaging and presentation folders, as elements such as gussets to allow for inserted material, closure folds and tabs also require careful and accurate engineering to serve their purpose.

Please note: The reverse mirrors the front so check that your Diecut is placed in the correct location (flipped) on the reverse. Ensure your artwork is centred on each page so Diecut line up exactly when flipped.

### **HOW TO SETUP AND SUPPLY YOUR FILES**

- Open your artwork in your design application.
- Create a new layer for the Diecut artwork.
- Place one of our Diecut templates, or create your own unique Die shape on the new Diecut layer.
- Ensure the Keyline is no more than 1pt, unbroken keyline and is set to 100% Magenta.
- Export the Diecut Proof – by exporting as a single PDF including all layers, with all trim marks.
- Export the Diecut layer – by turning off all layers except the new Diecut layer, then export as a single PDF with all trim marks.
- Proceed to export the final CMYK file by turning off the Diecut layer, then export all CMYK layers with trim marks.

## **SCORING/PERFORATING SETUP:**

When your artwork is laid out, create a new layer called “Score” or “Perforation”. Choose a bright colour that is not featured in your artwork (100% Magenta works well), then draw dashed lines on “Score” or “Perforation” layer where you intend the Score or Perforations to be placed.

Please note: The reverse mirrors the front so check that your perforations are in the correct location (flipped) on the reverse. Ensure your artwork is centred on each page so perforations line up exactly when flipped.

### **HOW TO SETUP AND SUPPLY YOUR FILES**

- Open your artwork in your design application.
- Create a new layer for the “Score” or “Perforation” artwork.
- draw dashed lines on “Score” or “Perforation” layer where you intend the Score or Perforations to be placed.
- Ensure the Keyline is no more than 1pt, Dashed keyline and is set to 100% Magenta.
- Export the “Score” or “Perforation” Proof –by exporting as a single PDF including all layers, with all trim marks.
- Export the “Score” or “Perforation” layer – by turning off all layers except the new “Score” or “Perforation” layer, then export as a single PDF with all trim marks.
- Proceed to export the final CMYK file by turning off the “Score” or “Perforation” layer, then export all CMYK layers with trim marks.