

At Glenhuntly Printing we have an entirely PDF based workflow. [CLICK HERE TO DOWNLOAD OUR ADOBE ACROBAT DISTILLER SETTINGS](#). Find the answers to all of your file set-up questions below. Still stuck? Contact us and we'll help you through it.

Always supply your files in CMYK mode or PMS spot colour mode where applicable.

Your computer screen displays your images in RGB colour mode, we print your job in CMYK. Before your job can go to press, these RGB files must be translated to CMYK. It's best that you do the RGB-to-CMYK conversion of your own files. In most cases the colour change is very slight - too small to even notice. However, once in a while the conversion will produce a noticeable colour change. You'll have more control over the final appearance of your job if you convert all of your images from RGB to CMYK before you send them to us.

Always include trim marks.

Trim area is the final size of your job. We need all of your jobs to contain trim marks - this is how we know where to cut/trim your job.

Make sure you also check out our information on internal and external bleed below.

3mm of internal bleed will see you right.

Internal bleed is the area just inside your trim marks (the final size of your job). We require 3mm of internal bleed on all files - this means you need to keep all of your important information away from this 3mm area. Background images and graphics are fine, just no critical information that can't be trimmed away.

Including a small area of internal bleed on your print files allows for slight deviations when your job is being cut down to size.

3mm of external bleed will see you right.

Your job is printed on a larger sheet than its finished size and then trimmed down to size. External bleed is the area extending just past your trim area (the final size of your job). This is the area that will be trimmed off with any other excess paper. We require 3mm of external bleed - this means your artwork must extend 3mm past your trim marks. Supplying your files with external bleed allows for a small amount of movement that may occur when your job is being cut down to size.

300dpi image resolution at 100% for best results.

Resolution is the number of pixels within an image. The more pixels in an image the higher the resolution of that image. The higher the resolution, the better picture. Higher resolution images produce greater detail and subtler colour transitions than lower resolution images.

We want to make sure that your images don't have jagged edges or pixilation, so we suggest making your artwork at 300dpi when it's at full size.

Resolution has an inverse relationship with size. If you enlarge an image you lower its resolution and if you reduce an image you increase its resolution. How an image is originally attained will determine its resolution and the size it can be printed clear and crisp.

Tricks of the trade: If you're looking for a deep, rich black, the best combination to provide this is 100%K and 40%C.

Always embed your fonts or convert to outlines.

Embedding the fonts that you use in your files allows us to print them even if we don't have those particular fonts installed on our computers. Your fonts will look exactly the way you want them to. Fonts can be embedded into formats such as PDF files.

Always flatten transparency.

To print your job we require all transparent objects in your files, as well as any linked files that contain live transparency, to be flattened. This converts your transparency information into a format that our printing process can understand. To do this, we require you to supply all your files as Adobe PDF 1.3.

At its very simplest, the process of flattening converts all of your overlapping areas in a stack of transparent objects into a collection of opaque objects that retain the appearance of the original transparent objects when printed - you see exactly what you want to see.

When you save or export your document as a PDF you need to specify the flattener settings. By using GPW's distiller settings to do this, your flattening will conform with the requirements of our high-resolution output devices and your job will breeze through our printing process.

When you supply us with your files, never use file formats that preserve live transparency. The PDF formats that contain live transparency are: PDF 1.4, PDF 1.5 and PDF 1.6.

When working with transparent objects that overlap, keep in mind that changing the stacking order can change the appearance of overlapping areas. When you are creating transparent effects that involve overlapping objects, make sure the stacking order is producing the results you want to see. Generally, type should be on top of all other objects unless it's supposed to interact with transparency