PREPARING FILES FOR PRINTING

STANDARD SIZES:

- **DL flyer** – 99mm x 210mm
- **DLE flyer** – 297mm x 210mm (folded into 3 panels)
- **Business card** – 55mm x 90mm
- **A6 page** – 105mm x 148mm
- **A5 page** – 148mm x 210mm
- **A4 page** – 297mm x 210mm

POSTER SIZES:

- **A3** – 297mm x 420mm
- **A2** – 420mm x 594mm
- **A1** – 594mm x 841mm
- **A0** – 841mm x 1189mm

Custom sizes and printing on special paper may incur extra costs.

Trim size: 297mm x 420mm
A3 POSTER
Page size: 297x420mm
Bleed width: 5mm
Bleed width: 5mm
Bleed size: 307mm x 430mm

1. Please ensure your file measurements are correct, to the size and orientation you need it printed.

2. If your design/image goes to the edge of the page, please ensure you have a minimum **5mm bleed** (extra) around each file edge, e.g. for an A3 poster, with bleed included should measure 307mm x 430mm.

3. If your design or image does not go to the edge of the page, please make sure you have a minimum of 10mm margin around every edge.

4. When you are ready to save the file, please save it as a print-ready pdf file with crop marks and bleed if possible, so we can print the image background right over the edge of the page and trim it accordingly (this is to avoid a white line along the trim).

5. For all images to be printed, we recommend using the highest resolution with a minimum of 300dpi (dot per inch) at actual size (if printing to A3, your image should be 300dpi at 297mm x 420mm). **IMPORTANT:** All images taken off the internet are at low screen resolution 72dpi only and will not print clearly.

Trim size: 297mm x 420mm
A3 POSTER
Page size: 297x420mm
Margin width: 10mm
Bleed
Margin width: 10mm
Safe area: 277mm x 400mm

FONTS

1. If using special fonts, please convert all fonts to outlines if possible, to avoid font compatibility issues.

2. Please do not use font sizes smaller than 8 point for printing to ensure legibility, unless using on business cards or small flyers.

COLOURS

Please ensure files are set up in CMYK mode, not RGB. CMYK is for printing, and RGB is for screen. Screen colours cannot be replicated and your images may turn out duller than expected. To avoid this, ensure all images are converted to CMYK prior to printing. For black and white printing, you can save your file in Grayscale mode or CMYK.

PAPER

If printing on your own special paper, please bring along minimum 5 extra sheets to account for any file setup mistakes or colour calibration.

BOOKLETS

1. **Booklet with staples:** Please allow a minimum 10mm margin inset all round your page size.

2. **Booklet with wire/plastic spiral binding:** You will need a larger centre margin, please create a 40mm gutter in the middle to allow for binding – that's 20mm each side of the centre fold.

3. When saving as a print-ready pdf, please save as **single pages with crops and bleed.** Do not save as spreads (2 pages next to each other). We will set your file up to print as a booklet.

Crop marks
Crop marks
A3 POSTER
Page size: 297x420mm
Crop marks
Crop marks
Trim Bleed

For any design enquiries, please contact **copydesign@unitec.ac.nz**

Unitec
Copy Centre