

**IMAGE FACTORY**  
WE BRING YOUR IDEAS TO LIFE

# PDF File Supply Guidelines

# Notes for artwork submitted

People supplying artwork should follow correct procedure

The following are guidelines for creating **PDF files** to our required specification.

People sending artwork to **IMAGE FACTORY** should be made aware of this and follow this guide accordingly.



# Final artwork checks

The following checks should be made prior to creating your PDF file before sending to us

Set all files to CMYK (Spot colours can be included if Pantone specific)

All images have a resolution of at least 150 dpi to ensure a quality print

All links are present in the document

All fonts are present and embedded in the document

All unused swatches have been deleted from the swatches palette

Artwork has a **minimum 5mm bleed**

All cutter guides have been set up as a spot colour called CUTTER and set to overprint on a separate layer

No RGB content

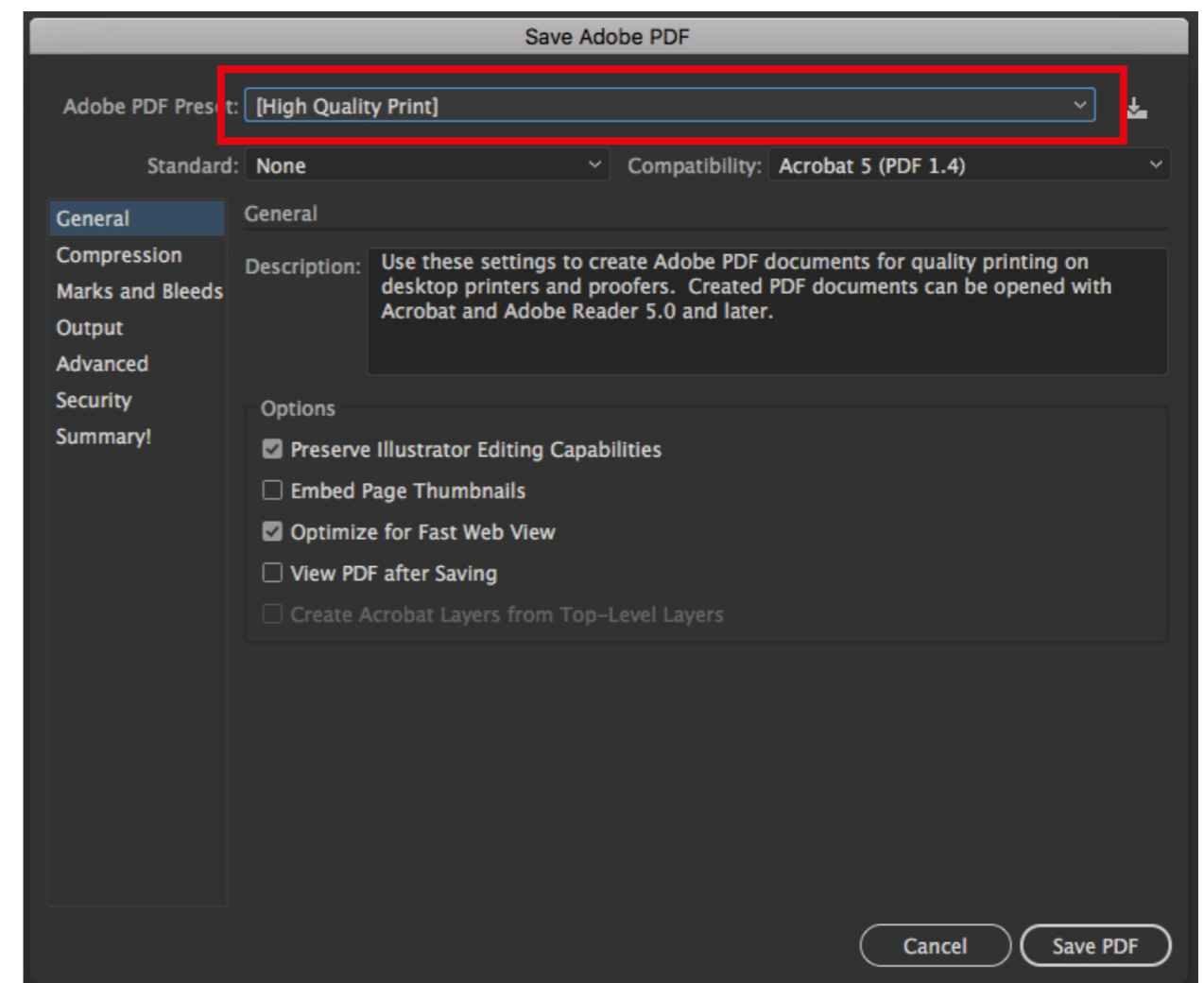
White objects are set to knockout

# Exporting a High Res PDF from Illustrator

Please follow the guidelines when creating a high res PDF from Illustrator

From the drop down menu select, File > Save as PDF

The following menu should appear. In the Adobe PDF Preset menu select **High Quality Print**



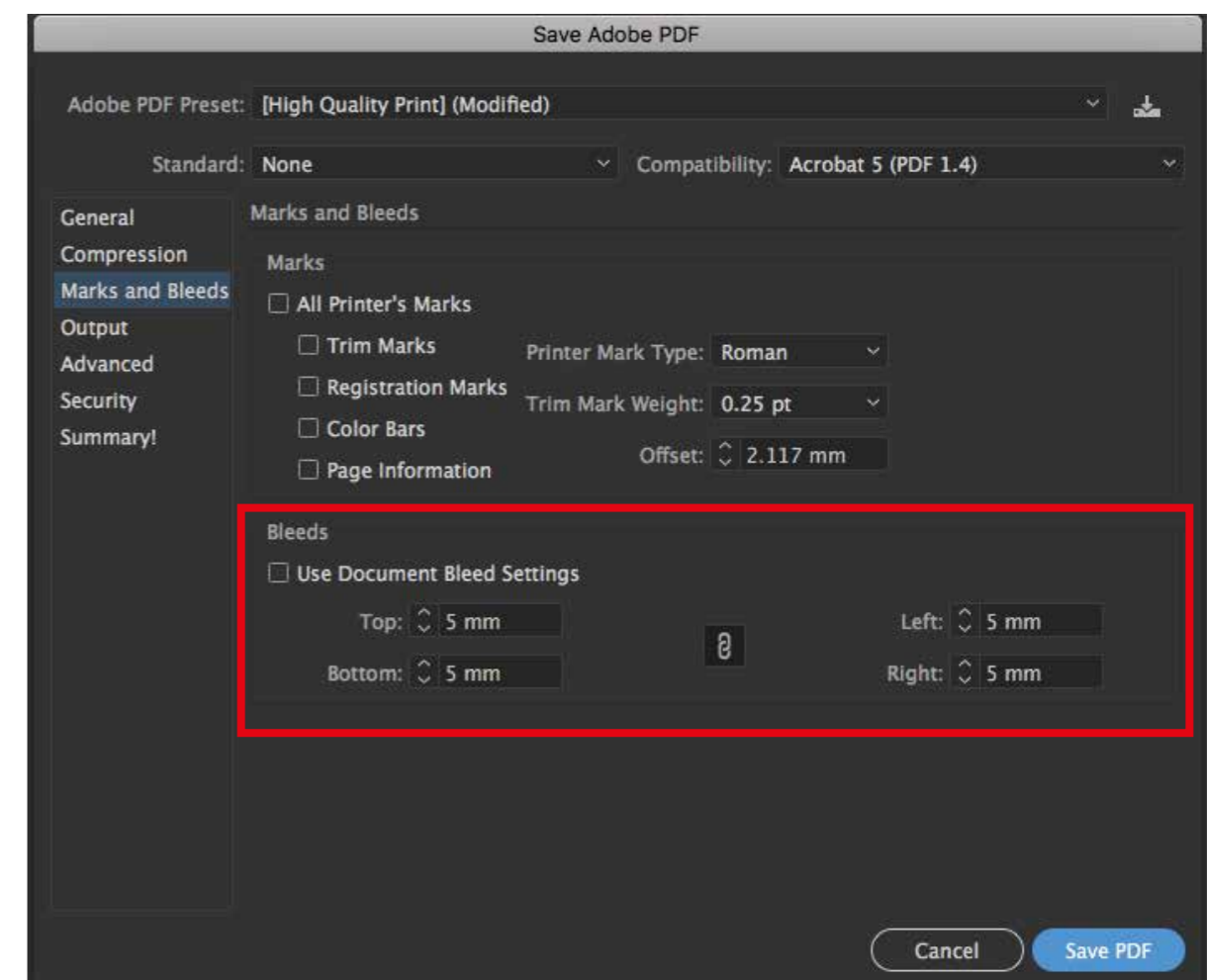
# Exporting a High Res PDF from Illustrator

Please follow the guidelines when creating a high res PDF from illustrator

Select the Marks and Bleeds option on the left hand side

In the bleed section ensure it is at least 5mm

Leave all other settings as default and your PDF is then ready to save

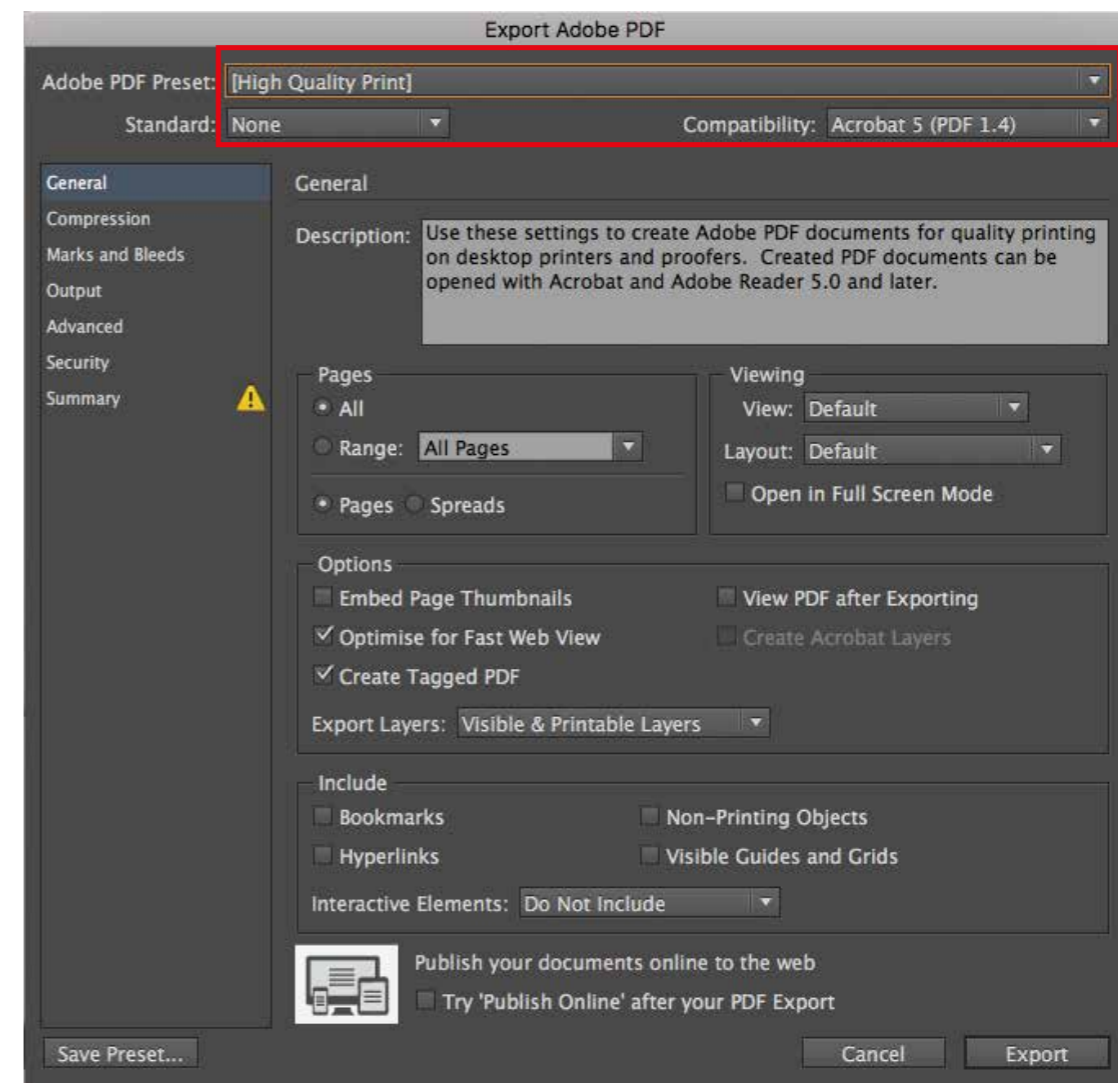


# Exporting a High Res PDF from InDesign

Please follow the guidelines when creating a high res PDF from InDesign

From the drop down menu select, File > EXPORT

The following menu should appear. In the Adobe PDF Preset menu select **High Quality Print**



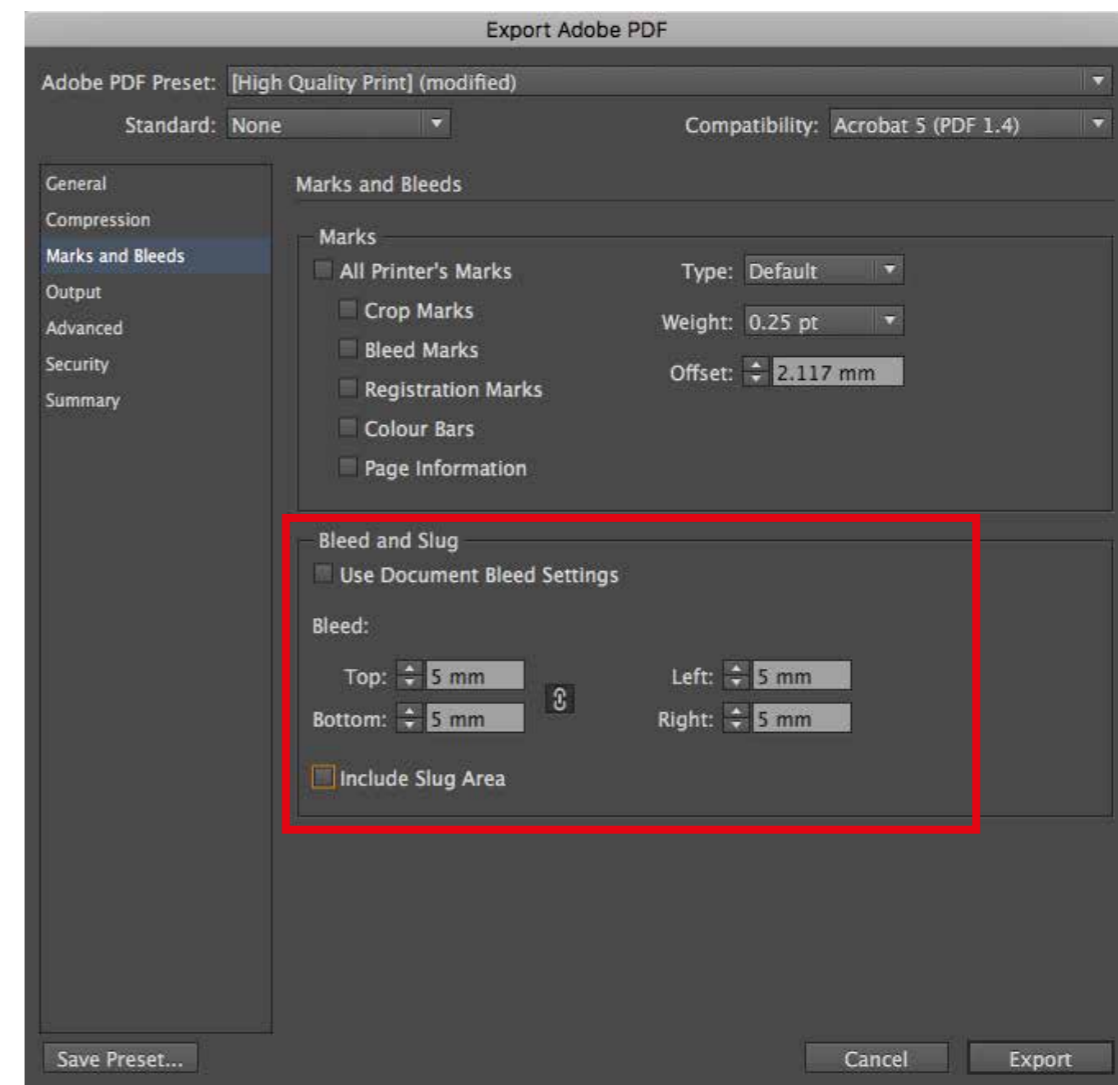
# Exporting a High Res PDF from InDesign

Please follow the guidelines when creating a high res PDF from InDesign

Select the Marks and Bleeds option on the left hand side

In the bleed section ensure it is at least 5mm

Leave all other settings as default and your PDF is then ready to save



# Checking your High Res PDF in Acrobat

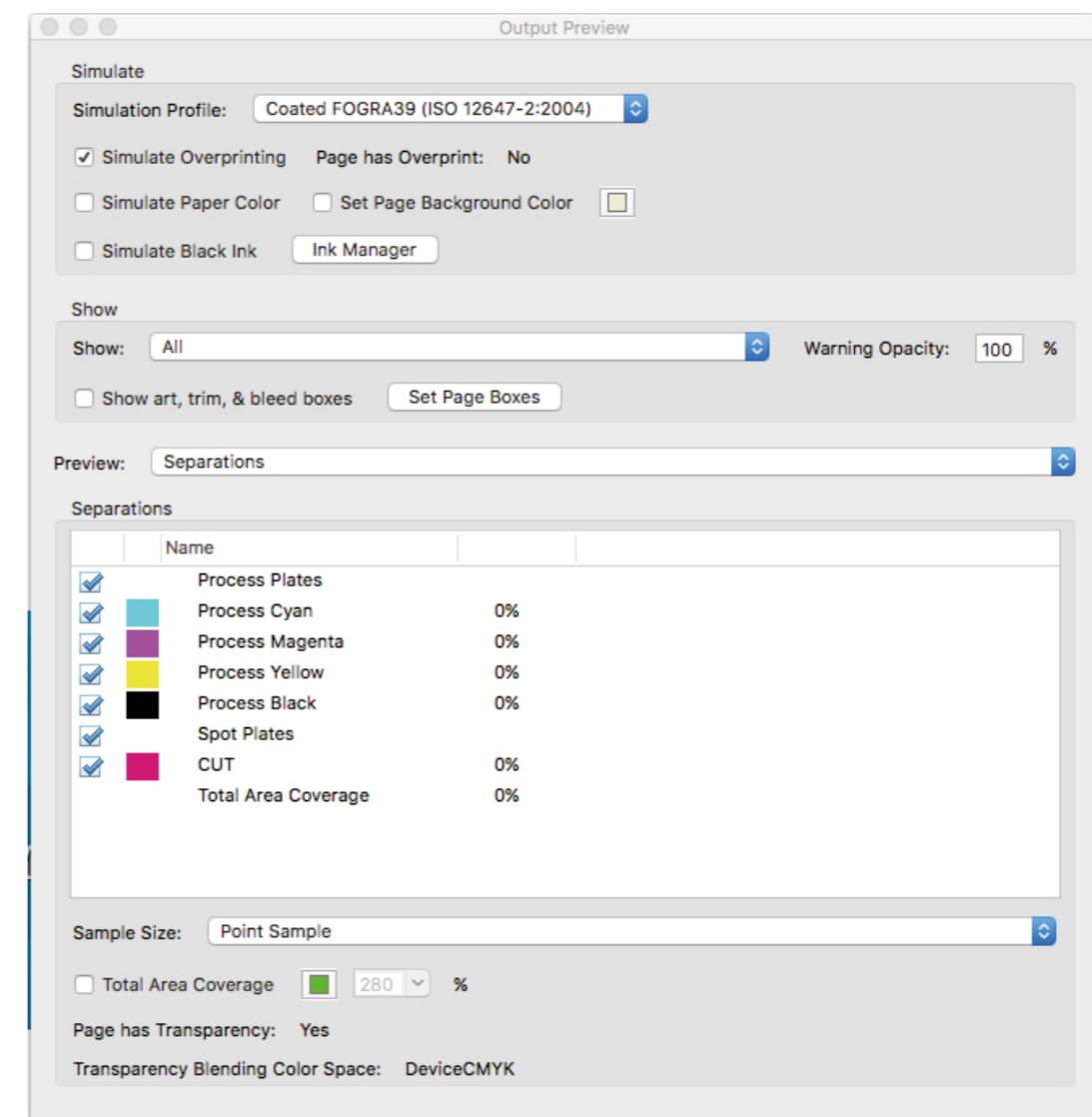
Once you have created your high res pdf you can check it using Adobe Acrobat

Open your PDF in Acrobat

Select Output Preview and this dialog box should appear

Here you can check all colours are correct and that spot colours such as the CUTTER are set to overprint.

Any PANTONE spot colours used will also appear in this dialog box







## CONTACT US

We would love to hear from you, so please use any of the following options to get in touch:

Call: **01249 456654**

Email: **[info@imagefactoryuk.com](mailto:info@imagefactoryuk.com)**

Web: **[imagefactoryuk.com](http://imagefactoryuk.com)**

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*This is a factory  
like no other*