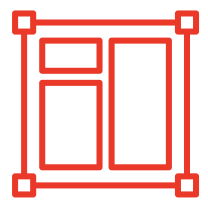


**GENERAL FILE  
PREPARATION  
GUIDE**

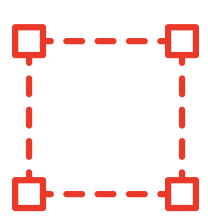
## HOW TO SET UP YOUR FILES

Follow these exact specifications to ensure optimal print results and avoid delays.



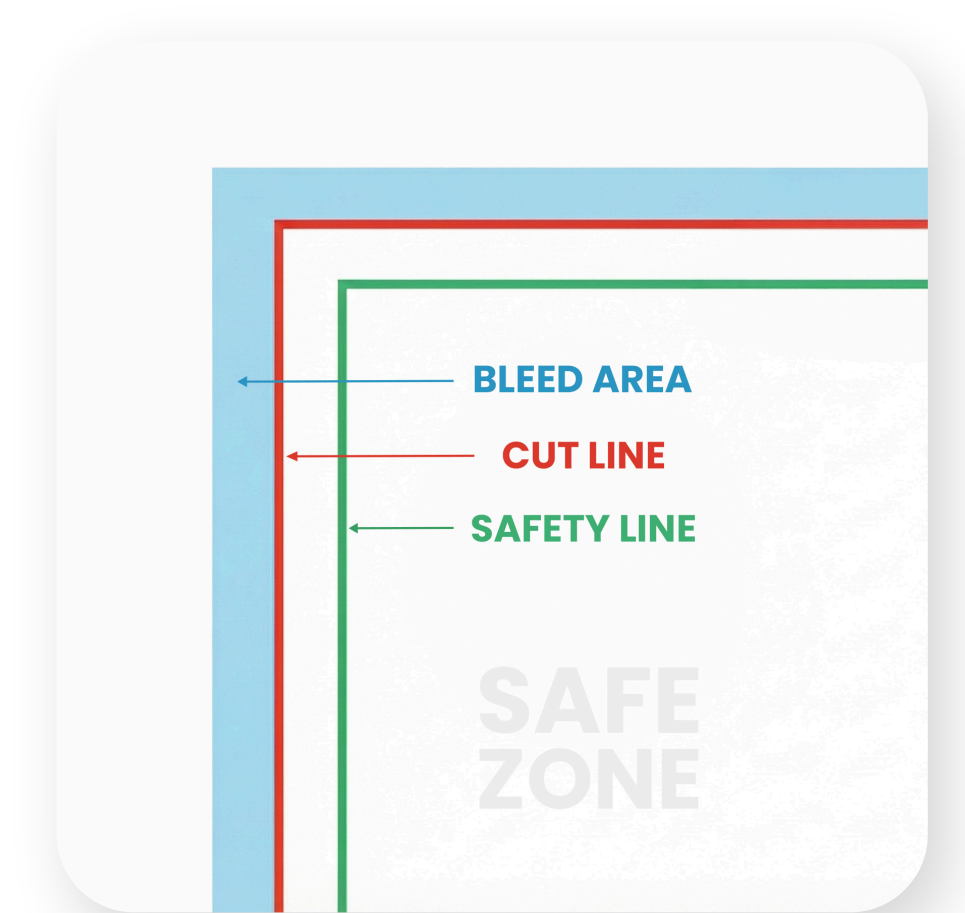
### 1. Document Setup & Saving

- **Download Templates:** Always start by downloading our official guides to ensure accurate sizing.
- **Delete Hidden Layers:** Permanently delete setup guides, template lines, or hidden artwork. If it remains in the file, it risks printing.
- **Orientation:** Submit files with proper orientation to ensure correct back-to-back printing. Refer to our [File Orientation Guide](#) for more info.
- **Single PDF Format:** Submit each job (including multi-page projects) as a single PDF (unless your specific product explicitly requires separate files). Ensure all pages are exactly the same size.



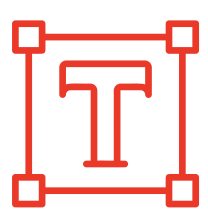
### 2. Layout & Dimensions

- **1/8" Bleed Required:** Extend all background elements 1/8" past the trim line.
- **Safety Margin:** Keep all important art and text safely inside the margin line. Generous safety margins prevent critical elements from being cut off.
- **Avoid Borders:** It is best not to use borders near the trim edge. If a border is too close to the trim, the trim may be slightly off-center.



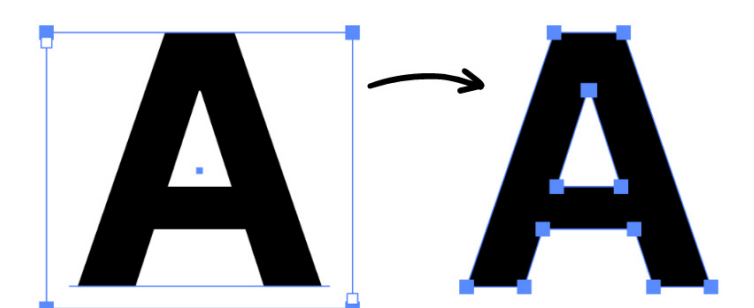
### 3. Colour & Resolution

- **Colour Mode:** Supply CMYK-only files. (Do not supply RGB or PMS colors unless your specific product explicitly requires them).
- **Standard Black Text:** For standard black text, use exactly C:0 M:0 Y:0 K:100.
- **Resolution:** Export as a High-Resolution PDF. All raster images must be 300 DPI.



### 4. Typography & Fonts

- **Outline Fonts:** You must embed or outline all fonts before saving your PDF to ensure the typography does not shift or default to another font on our presses.



### Thin White Text on Rich Black Backgrounds



Signography maintains strict quality standards, however minor shifts in printing are possible. Thin or small white text knocked out from a rich black background is prone to printing issues, such as color bleeding, filling in, and poor readability due to slight mis-registration. We recommend preparing files with the following tips in mind.

#### 1 Use C30 M20 Y20 K100 for Rich Black

Use this recommended formula to minimize oversaturation and registration problems. Avoid heavier builds (like C60/M60/Y60/K100) as they increase the risk of colour shifting.

#### 2 Thicken White Knockout Text

Increase the thickness of white text knockouts to prevent them from filling in / becoming unreadable.

- Recommended minimum line weight: 0.75pt
- Recommended minimum font size: 8pt

#### 3 Apply Swelling

Slightly enlarge knockout areas to compensate for standard ink spread on the press, helping maintain crispness after printing.