The Print Centre are committed to producing high quality print. Correctly prepared artwork is the first step to achieving this.

For artwork to be considered **press ready** it has to meet a specific set of criteria. This guide explains what you need to do to meet those criteria which will, in turn, help to reduce your project costs and make meeting tight deadlines easier to achieve.

If you need guidance setting up your file we are happy to discuss it with you in advance. We also offer a full design and artwork service which can prepare or amend your files for you.

Any artwork we receive which is not press ready will have to be amended by our studio, and unless this has been agreed in advance may mean that we are unable to meet any initially agreed deadlines and there may be an additional cost.

Contact

The Print Centre office
Building 36 (behind Hartley Library)
University of Southampton
Highfield Campus
Southampton
SO17 1BJ

Tel: 023 8059 3603
Email: print@soton.ac.uk

Open: Monday–Friday 09:00–16:30
Closed for lunch: 12:30–13:30

For more information
www.print.soton.ac.uk

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UNIVERSITY OF
Southampton

The Print Centre
Artwork supply guide

Setting up your artwork

Page size

Please set up the page size of your document at the exact size that you want your job to print.

Bleed

Any items that you want to print to the edge of the page will need to bleed (go over the edge of the page). We need 3mm bleed off each edge of your document.

In desktop publishing software you should not make your page size larger to include bleed. If you are using Photoshop you will need to include the bleed area in your canvas size.

Colour settings

We use CMYK for printing, please ensure that all images and document colours are set to CMYK.

If you are using Pantone spot colours please ensure that they are set up in the document, and that when you convert to PDF you leave the colours unchanged. Please supply the Pantone reference numbers.

Please bear in mind that monitors and desktop printers do not produce accurate representations of the press printed colour.

Image resolution

All images should be 300dpi at the size they are to be printed.

For large format posters and exhibition stand graphics, images at 72dpi at the size they are to be printed are acceptable.

Do not upscale or add resolution to images in your image editing software, this will not increase the quality of the image and may result in blurry or bit-mapped images.
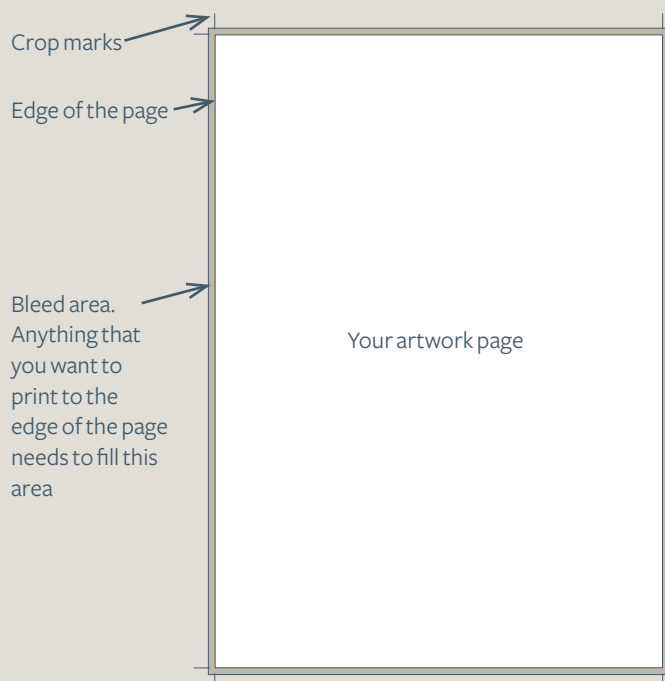
We will supply you with a PDF proof of your project for written approval before we print so that you can ensure it is correct. Once you have approved your project The Print Centre hold no liability for errors or inaccuracies or any costs incurred by late changes.

Preparing your files for print

For the best results we prefer to receive artwork as a **press ready PDF**.

For your PDF to be **press ready** you need to have prepared your artwork following the set up guide on the left and the PDF needs to meet the following requirements:

– PDF output needs to be set to **press resolution**

– it must include document crop marks

– it must have 3mm bleed

– all fonts must be embedded

Crop marks

Edge of the page

Bleed area. Anything that you want to print to the edge of the page needs to fill this area

Your artwork page

Other file formats

We can also accept files in their original page layout software, in the formats below. Please note that additional charges may be incurred if we need to work on the file to make it print ready.

InDesign and QuarkXPress

Please ensure that all fonts and linked graphics used in the file are supplied alongside the main document. It is advisable to use the "Package" setting in InDesign or the "collect for output" setting in Quark to ensure that all the files needed for the project are included. Please make sure that all links are updated before you do this.

Microsoft Publisher, Word and PowerPoint

These files are acceptable, but please be aware that this software was not designed for commercial printing. Results may vary as text can re-flow and colours may not reproduce as expected.

Image formats [psd, eps, tiff, jpg]

We can accept finished artwork as an image file. Please make sure that it is at 300dpi. You will need to be aware that any text will not reproduce crisply when using bitmap formats such as tiff and jpg. With eps formats please make sure all text is converted to outlines.

Sending your files to us

You can bring your files in person or send by post, on a disk or memory stick, to the Print Centre Office.

You can email your files (if small enough) to print@soton.ac.uk

You can send larger files through the University Drop Off service, or through web services such as yousendit.com or dropbox.com

Note

Please supply clear written instruction with your artwork (we have order forms available to help you with this). A printed sample for us to check against helps ensure we have the correct version of your file. Without one, we will assume what we have is correct.