Johnston
Press Limited

FILE SPECS

Final print ready files - files which are finished artwork and do not need to be edited should be supplied as:

• PDF optimised for print, ensure all fonts are embedded, all images are 300 dpi

ALL files should include:
• Bleed of at least 3mm
• Crop marks

ALL files should be supplied with a low res PDF or hard copy proof

Files which are supplied with finishing effects (such as creasing, folding, overglossing, spot uv, foiling or diecutting) should be supplied with:

1. Artwork file
2. Outline file showing crease, overprint or dieline
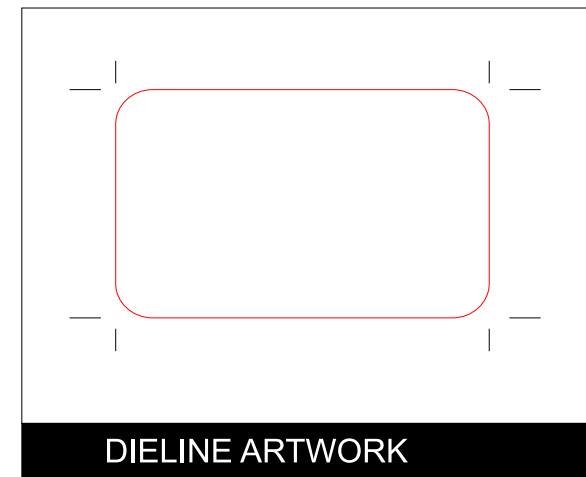3. PDF or proof file

As shown below;

CHECKLIST

Finished artwork files:

☐ PDF's optimized for press
☐ Bleeds must be built in the file
☐ Crop marks included
☐ Images at 300 dpi
☐ Files set up as either spot colour or CMYK

When including files with dielines OR overprints:

☐ Bleed added to the file
☐ Crop Marks
☐ PDF Proof with the dieline included over the artwork
☐ DO NOT include the dieline in the final print ready file,
   supply this as a separate PDF file with crop and registration marks

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Johnston
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PDF PROOF

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PDF ARTWORK

DIELINE ARTWORK

Note; Files supplied in Microsoft Word, Microsoft Publisher, Microsoft Excel should also be supplied as PDF using Adobe or a PDF converter. Any source files supplied using Microsoft Word, Microsoft Publisher or Microsoft Excel will incur an additional artwork fee and artwork cannot be guaranteed to the same quality as a file supplied to the specifications outline above. Johnston Press Limited takes no liability and it is the clients responsibility to check all re-proofs supplied from Johnston Press Limited.

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1. Get all your digital files together, organised, and labeled CLEARLY. Are logos, scans, EPS elements clearly identified and in logically named folders?
2. All fonts identified and a copy of your fonts included. If you artwork is final, you can convert your text to outlines.
3. High resolution images or pictures, should be at 300 dpi.
4. Clear, concise instructions. Deliver only final version of your work.
5. Is your work clearly labeled with a color proof? Is your disc and case labeled clearly? Your disc could be removed from the case and will be used in a department with hundreds of CD's. Is is clearly identified?
6. Are your colors correctly specified? You should have your document in CMYK format or in spot colour. Properly identify the colors used in your design providing CMYK or PMS breakdowns.
7. Pages sizes, fold marks, cut marks or bleeds should be appropriate for the final output size.
8. Hardcopy proof at 100% or a PDF proof file should be supplied with your files and job.
9. Do you have a back up of this file you are sending to us? An EXACT duplicate should be kept for safety and insurance reasons.

FILE SPECS

InDesign *Preferred format
• CMYK, grayscale or clearly named Pantone spot colours (not RGB).
• All text converted to outlines or fonts supplied separately.
• Any links supplied separately or embedded in the file. Linked files should be 300dpi at 100% scale.
• All files should have adequate bleed (3mm minimum) for print set-up.
• Interchangeable formats accepted

Illustrator
• CMYK, grayscale or clearly named Pantone spot colours (not RGB).
• All text converted to outlines or fonts supplied separately.
• Any links supplied separately or embedded in the file. Linked files should be 300dpi at 100% scale.
• All files should have adequate bleed (3mm minimum) for print set-up.

QuarkXpress
• CMYK, grayscale or clearly named Pantone spot colours (not RGB).
• All fonts supplied separately.
• Any links supplied separately. Linked files should be 300dpi at 100% scale.
• All files should have adequate bleed (3mm minimum) for print set-up.

Photoshop - PSD, EPS, TIF
• CMYK, grayscale or clearly named Pantone spot colours (not RGB).
• All text layers rasterized or fonts supplied separately.
• 300 DPI minimum resolution at 100% of print size.
• Template supplied on a separate layer (or removed from a flattened file)
• All files should have adequate bleed (3mm minimum) for print set-up.

To ensure sharp outlines on text and line art use Photoshop only for the image component of your CD design i.e no type setting. Any text or line artwork should be set up in a vector based program e.g FreeHand/ Illustrator/QuarkXpress for the best quality.

CHECKLIST

☐ Open file
☐ Clearly labelled links/logos/images
☐ Fonts
☐ PDF Proof
☐ Artwork instructions

Note; Files supplied in Microsoft Word, Microsoft Publisher, Microsoft Excel should also be supplied as PDF using Adobe or a PDF converter. Any source files supplied using Microsoft Word, Microsoft Publisher or Microsoft Excel will incur an additional artwork fee and artwork cannot be guaranteed to the same quality as a file supplied to the specifications outline above. Johnston Press Limited takes no liability and it is the clients responsibility to check all re-proofs supplied from Johnston Press Limited.

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FILE UPLOAD VIA WEBSITE

www.johnstonpress.co.nz/resources

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