

WE (MUCH) PREFER PDFs

We prefer to receive your file in PDF format.

This will generate a smaller file and, when used properly, embed fonts that will print correctly.

When saving/exporting your PDF please select to include crop marks and (if edge-to-edge) 3mm bleed.

For magazines or booklets please supply the document as separate pages within one PDF and not double-page spreads. You don't need to impose your magazines/booklet either, our expert staff can do this all for you.

WATCH IMAGE RESOLUTION

All images should be saved at 300dpi (dots per inch) at finished size and all colours should be saved in CMYK.

Artwork supplied with a low dpi will result in your printing looking pixelated!



300dpi CMYK



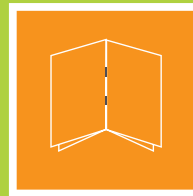
72dpi RGB

AT THE SHOP BINDING

At the Print Works Shop, we offer:



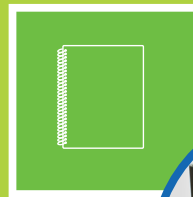
Tape binding



Saddle stitching



Stapling



Coil binding

Hard back dissertations



BACK AT BASE

We also offer hardback binding at our production unit (can be ordered, paid for and collected from the shop).

Leather-look cover and spine with gold lettering – 270 sheets maximum, 35 sheets minimum.

Production Unit – Unit 104, Farendell Road, Emerald Park East, Emersons Green BS16 7FF

Opening hours: 08:30–17:00 Mon–Thur (Fri 16:30)



PRINTING GUIDE

How to set up your files

Print Works Shop – Room 4D30, Level 4, Library, Frenchay Campus

Opening hours: 10:00–16:00 Mon–Fri

www.uwe.ac.uk/printing

✉ printing@uwe.ac.uk | ☎ 0117 328 4670

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PAPER SIZES

We offer a variety of paper sizes. There's a diagram below to give you an idea of how the sizes relate to each other.

If you're printing edge-to-edge without a white border, the PDF artwork you submit to us will need to be slightly larger than its finished size. This is known as adding 'bleed' – see next page.

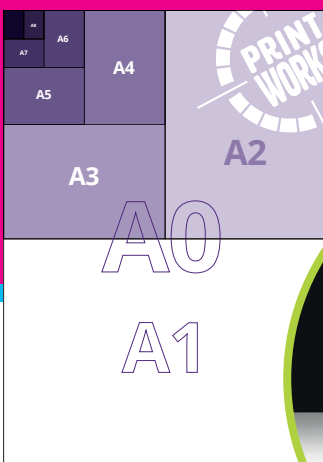
We are also able to trim artwork to specialist sizes, please check prior to printing.

POSTERS

- A0
Finished size: 841 x 1189mm
Artwork size: 847 x 1195mm
- A1
Finished size: 594 x 841mm
Artwork size: 600 x 847mm
- A2
Finished size: 420 x 594mm
Artwork size: 426 x 600mm
- A3
Finished size: 297 x 420mm
Artwork size: 303 x 426mm

FLYERS/LEAFLETS

- A4
Finished size: 210 x 297mm
Artwork size: 216 x 303mm
- A5
Finished size: 148 x 210mm
Artwork size: 154 x 216mm
- A6
Finished size: 105 x 148mm
Artwork size: 111 x 154mm



If you have any queries regarding other artwork specifications please ask.

EDGE-TO-EDGE? OR 5MM BORDER?

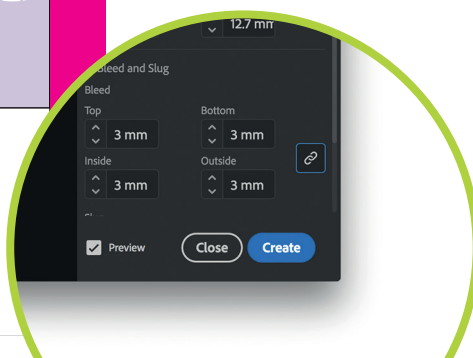
If you're printing something that you would like to fill the page without a white border, you'll need to add an extra 3mm to each edge of your artwork. This is known as 'bleed'. It will be trimmed away during the finishing process.

Example

ADD BLEED FOR EDGE-TO-EDGE PRINTING

If your poster is A3 and full bleed (i.e. the print fills the page edge-to-edge) your PDF artwork should be supplied to us at 303 x 426mm.

Once trimmed, your poster will be A3 (297 x 420mm).



ADDING BLEED

When setting up an Adobe document, you'll have a bleed option in the opening dialogue box. Remember to add a 3mm bleed all round.

If you're not printing full bleed, you'll need to make sure that none of your content falls within the 'margin'. This is a 5mm border inside the edges of your final document size.

Example

SAFE AREA

If any of your artwork falls outside of the safe area, it won't be printed.

PRINTER'S MARKS

These marks tell us exactly where the artwork should be trimmed. Adding these is as simple as ticking the right box when you are saving your artwork as a PDF.

