

# **PAPER/CARD PRINTWORK INSTRUCTIONS - CD/DVD**

We can accept your artwork on CD-R, DVD-R, and via FTP. When supplying design on disk, please submit a Laser or Ink-jet proof. Our preferred file formats are:-

InDesign CS2 - Quark X-Press 6.5 - Illustrator CS2 - Photoshop (Other formats are also supported such as CorelDraw 10 - Illustrator, Freehand and Pagemaker)□□

**For all printed paper/card parts using CMYK (Four Colour Process) please note the following requirements, which should be adhered to:**

1. All printed parts must include a catalogue number.
2. If displaying a designation of origin it must be **“Made in EU”**, otherwise it will be removed.
3. If you decide to use a CD or DVD logo. Please ensure that it is correctly displayed. Logos available on request or via our website.
4. All pages should be numbered correctly. Without numbers our printers cannot guarantee the correct pagination sequence.
5. Type and logos etc. must be a minimum distance of 3mm from the cutting and 2mm from a folding edge.
6. Please ensure the pages are imposed correctly ready for printing.
7. Don't forget to add 3mm of bleed around your document. Our print templates carry an instruction to remind remind you.

Save fonts to disk\* and Bitmaps within CMYK, please note that when using Monotones or Duotones these should be saved with the specified colours in an EPS format - failure to do this will result in the image converting into 4 colours. Any additional work that ICC have to carry out to bring your design up-to specification will be charged accordingly and can delay the manufacture of your product.

(\*When using Quark for PC, please note that Type1 fonts (PostScript fonts) should be used and NOT TrueType fonts)

**Other Important Notes:-**

1. All artwork for paper parts must have a bleed of 3mm.
2. Font Size should be at least 4pt in positive print and 5pt in negative print.
3. Line width should be at least .10mm in positive and .15mm in negative.

**Following these instructions will save you time and money. If you are uncertain about anything, don't hesitate to contact us, we will be happy to help. Call us on 01323 647880.**