

## Artwork Guidelines

### Images files.

We accept most common image file types including JPEG, BMP and PNG. You should supply these as CMYK for best colour results. Images should be supplied at 300dpi at the size that you intend to use the image.

### Guidelines for large format items (Roller Banners)

Images for large format items should be supplied as CMYK for best colour results. Images should be supplied at 150dpi at the size that you intend to use the image.

### Guidelines for supplying your own artwork

Artwork should be supplied at the correct size of the item you have chosen. Please see the item information for page sizes. Bleed should also be taken into consideration if your artwork touches the edge of the page. Please allow 3mm of bleed to allow for any small variations when trimmed.

Any images that are used in the document should be supplied as CMYK for best colour results. Images should also be 300dpi at the size that they are used within the document. Any text used within the document we advise that it be set at 8pt size or above to ensure that the text is legible and of a good print quality. We advise against setting text in a bitmap application such as Photoshop as the print quality will never be as good as if it were set in a vector format using applications such as Indesign, Illustrator and Quark.

Once your artwork is complete please save it as a high quality PDF. Most desktop publishing applications will be able to do this, you should find the option to do so in the "save as" or "export" menus. Please make sure that any fonts used are included and the image quality is set to maximum when creating a PDF.

### Uploading your file to Greenshires Print

Once you have chosen your item you may want to upload your own image or artwork. To do this follow these simple steps. Please be aware that we have a file size limit of 5MB

- 1) Click the upload icon located on the "step 2 edit" page. The image upload window will open.
- 2) Click "Choose file". A file browser will open, locate the file you want to upload on your computer and click "Choose" and then click "Upload".
- 3) The file will begin to upload, this should only take a few minutes depending on your file size and the speed of your internet connection.
- 4) The file will be saved to your image library. Click "My images" to view your files and select the appropriate image.

If you are having trouble or have any questions regarding supplying artwork please feel free to call 0116 202 2600.