

filepreparation

IMAGINATORS 51 Hillgrove Business Park Nazeing Road
Nazeing Essex EN9 2HB UK
Tel: +44(0)1992 890800 Fax: +44(0)1992 890900
www.imagimators.co.uk



To help us meet your deadlines we ask you to check your files and ensure that they are 'print-ready'.

After receiving your artwork we perform a number of checks to make sure that your files are ready to print successfully. We call this checking process 'Pre-flight'.

Not all artwork files pass error-free through our pre-flight procedures & require varying amounts of our time to get them print-ready. Whereas the majority of pre-flight errors can be fixed within 10 to 15 minutes, some more complex errors can take hours to correct, putting your deadlines at risk of delay.

Pre-flight errors can vary depending on which print process you have chosen. The most common pre-flight errors can be easily avoided by following a few simple rules.

When you are creating artwork for print, by following our guidelines you'll be help us avoid potential pre-flight errors and eradicate potential threats to your deadline or budgeted costs.

Basic

- Artwork page size is 25, 50 or 100% of final print size
- Imported images have a resolution of 300dpi at 25% of final print size or minimum of 72dpi at full size
- All images are embedded within a PDF file or supplied if up are sending us a different file type
- All fonts are embedded within a PDF file or supplied if up are sending us a different file type

Advanced

- Please call +44(0)1992 890800 if you require advanced printing requirements or colour matching criteria
- Artwork page size is 25, 50 or 100% of final print size
- Imported images have a resolution of 300dpi at 25% of final print size or minimum of 72dpi at full size
- All images are embedded within a PDF file or supplied if up are sending us a different file type
- All fonts are embedded within a PDF file or supplied if up are sending us a different file type
- Make sure that your saved file is not password protected
- If creating a PDF please use the PDF preset provided by Imagimators
- No tints contain less than 10% of either Cyan, Magenta, Yellow or Black
- Supply Vector based artwork rather than Raster for the best reproduction of your artwork
- Page includes crop marks if printing with bleed
- Set the PDF colour work space for CMYK to Europe ISO Coated FOGRA39
- Images are cropped before being placed in picture oxes that are displaying only a partial image view
- We are informed in writing of any colour matching requirements

Artwork delivery

We are able to read and write virtually any digital source of media. Data can also be delivered via our secure FTP service. Please contact Imagimators to obtain your unique username and password.

Email is not an ideal method of transport for large amounts of data and we only recommend sending small manageable EPS files, logos or fonts via this method which should be sent to 'studio@imagimators.co.uk'

We also operate WeTransfer (<https://imagimators.wetransfer.com>) and Dropbox accounts (<https://www.dropbox.com/home>)

bigftp

IMAGINATORS 51 Hillgrove Business Park Nazeing Road
Nazeing Essex EN9 2HB UK
Tel: +44(0)1992 890800 Fax: +44(0)1992 890900
www.imagimators.co.uk



File Transfer Protocol

FTP is the simplest way to exchange files between cross platform computers on the Internet. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server. Access is made using commonly available FTP client software.

To ensure a high level of security our FTP service is hosted by own server located within our offices. This enables us to upload/download your data virtually immediately. In turn, you have the added benefit of knowing your data is secure since it is held onsite and your storage space is unique to you.

We do not support FTP access via a web browser since this is not sufficiently secure.

Access using FTP Client Software

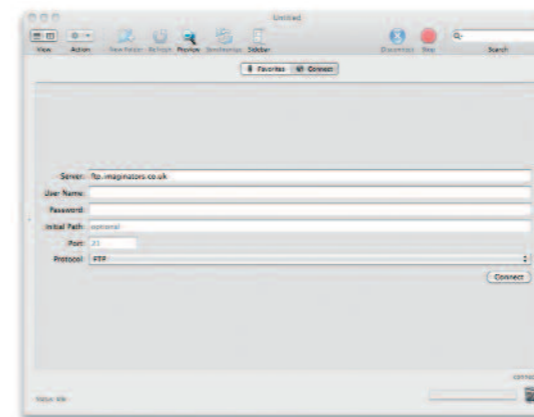
We recommend this option for all Mac OSX and Windows users as the most reliable and flexible method of file transfer.

Using client software such as Transmit, you can connect to our FTP server at ftp.imagimators.co.uk

When prompted, enter the username and password allocated to your company remembering all domain names, usernames and passwords are case sensitive. Drag and drop files for both uploading and downloading.

It does help you identify your work/project by folder name when uploading.

Data shall automatically be removed from our FTP server within 48 hours of it being uploaded.



Transmit v3.5

Transmit (OSX) - <https://www.panic.com/transmit/>
Cyber Duck (OSX) - <https://cyberduck.io>
Cute FTP (PC) - <https://cuteftp-pro.en.softonic.com>

filepreparation

IMAGINATORS 51 Hillgrove Business Park Nazeing Road
Nazeing Essex EN9 2HB UK
Tel: +44(0)1992 890800 Fax: +44(0)1992 890900
www.imagimators.co.uk



LARGE FORMAT PRINT GUIDELINES

BRANDING
EVENTS
SPORT
FESTIVALS
PROPERTY
OUTDOOR
RETAIL

These guidelines are to be followed when supplying print ready files

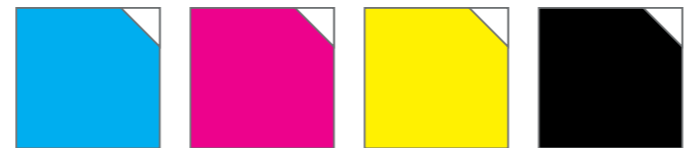
artwork to be set up at
1/4 SIZE

print size

artwork size

All files will be printed using large format printers that only use

CMYK



include **3mm BLEED**
to all artwork files

we will NOT be able to print any special colours, so
NO SPOT COLOURS

files supplied for print not following this guide will be

REJECTED

and requested to be resupplied with the corrections to save time and errors at print, please supply as requested

all artwork that has been designed spreading across multiple panels should be supplied as



a low res or text file illustrating the panel break down should also be supplied

NO CUT LINES OR GUIDES
to be included on any final hi-res print ready files

all images used must be
300DPI
(DOTS PER INCH)

TRANSPARENCY
can cause issues when printing, so please save as Hi-Res PDF - X4

Hi-RES PDF
is the only format that we will accept as print ready files