

HOW TO CREATE A PRINT-READY FILE - PLAQUES

The following instructions will help you create a print-ready file. If after reading them you are still unsure about anything, please visit the FAQ section of our website, request a professional File Check or contact customer support.

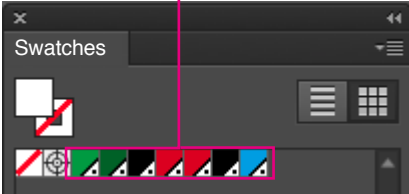
1 FILE FORMAT

Send your file in PDF format in 1:1 scale (not password protected).

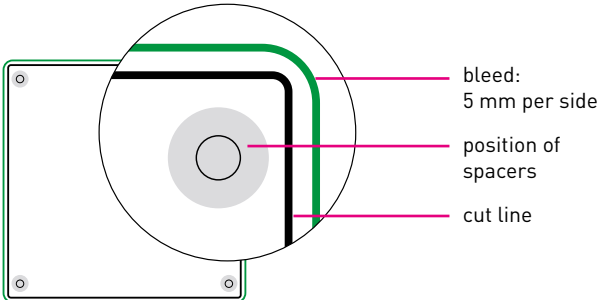
2 TEMPLATE

Always download **the template** for the product you purchased from the website and use it as the basis for positioning your artwork: this will make it easier to create a print-ready file. Insert your artwork on the 'Artwork' layer, and then **delete all the guidelines** except the bleed line (the green line) and save the file as a PDF, without crop marks, keeping the layers separate.

WARNING: Do not use the document's spot colour swatches, as anything in these colours will not be printed. Any artwork placed between the cut line and the bleed line will not be visible on the end product.



Colours to never use

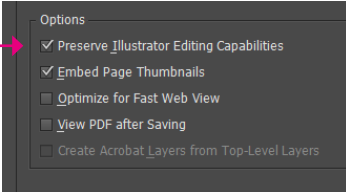
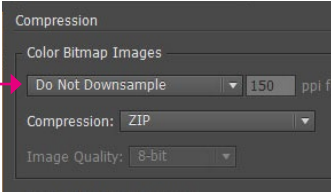
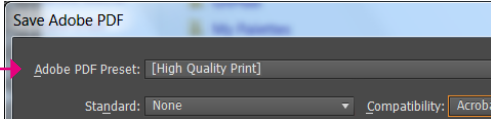


bleed:
5 mm per side

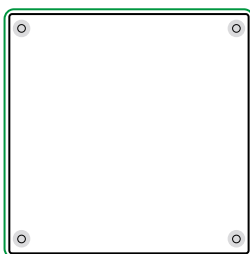
position of
spacers

cut line

Save the PDF in high quality, without downsampling and keeping the layers separate.



PLEASE NOTE - Plaques



DOWNLOAD
THE TEMPLATE



INSERT YOUR
ARTWORK



DELETE ALL
GUIDELINES
except the green line



SAVE
THE PDF



PDF



100-150 ppi



CMYK



FOGRA 39



5 mm bleed

3 COLOURS

All files should be sent in **CMYK** (cyan, magenta, yellow, black), with the **Fogra 39 colour profile**. Images in RGB or with PANTONE colours will be converted automatically using a standard colour separation profile.

4 RESOLUTION

The optimal resolution for the print files is **between 100 and 150 ppi**.

5 MARGINS AND BLEED

Download the template for the product you have purchased; the required **bleed of 5 mm on each side** will already be in place. Text should be placed at least 3 mm from the cut line.

6 WHITE PRINTING

If you have chosen the “**selective white**” option, follow these instructions to create the layer of white:

- Create a new layer from the **Layers palette**, name it **white** and position it above the “Artwork” layer containing your design.
- Create a new colour swatch from the **Swatches palette** and name it **white**; select **Spot Colour** as the Colour Type and assign the following CMYK percentages: 100, 0, 0, 0 (cyan only).
- Create a vector path on the **white** layer (**no raster images**) which corresponds to the area you want to highlight with the white.
- Give the vector path the fill colour **white**.
- Select all the artwork on the **white** layer, and on the **Attributes palette** (Window>Attributes) tick the option **overprint fill**.
- Ensure you keep the layers separate when saving the PDF.

WARNING: If you have chosen the “**solid white**” option you do not need to create a path: the system will automatically insert a white layer that covers the entire surface of the panel.

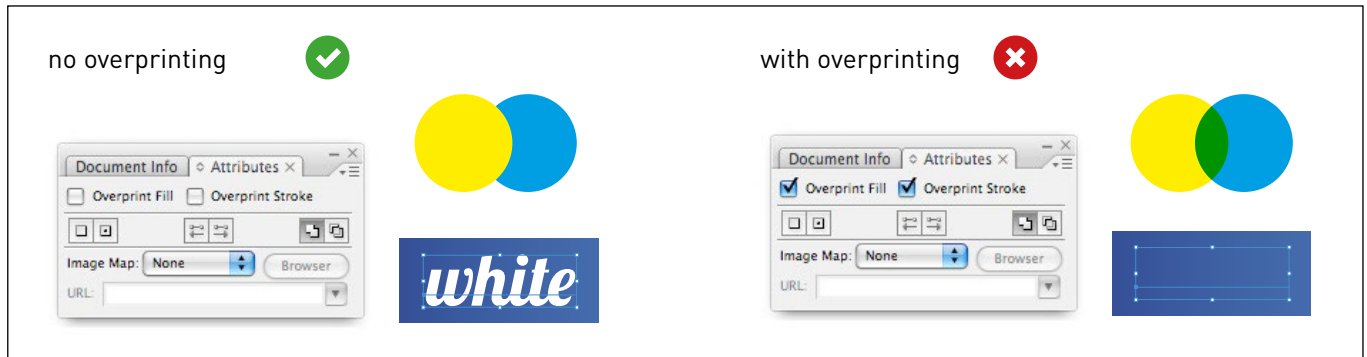
The diagram illustrates the process of creating selective white. It starts with a screenshot of the **Layers** palette showing a new layer named **white** positioned above the **Artwork** layer. A pink arrow points to this layer with the label **white layer**. Next, the **Swatch Options** dialog is shown with the **Swatch Name** set to **white**, **Color Type** set to **Spot Colour**, and **Color Mode** set to **CMYK**. The CMYK values are C: 100%, M: 0%, Y: 0%, and K: 0%. Pink arrows point to these settings with labels: **white swatch (not WHITE or White)**, **colour type: Spot Colour**, **colour mode: CMYK**, and the CMYK values themselves. To the right, a diagram shows a blue square labeled **white fill colour** with a downward arrow pointing to a blue shape labeled **Selective white**, which is a blue shape with a white cutout. Below this, the **Attributes** palette is shown with the **Overprint Fill** checkbox checked and **Overprint Stroke** unchecked.

7 ADDITIONAL INFORMATION

The minimum line width is 0.5 pt. We recommend that you **do not place frames or passepartouts too close to the margins**, to avoid potential inaccuracies caused by the cutting tolerances.

For transparent Plexiglas® send us the file in the normal reading layout; it will be mirrored when printed.

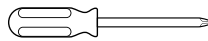
By default, when overlapping opaque colours are printed, the top colour knocks out the area underneath. Overprinting prevents knockouts and allows the inks to overlap. To avoid unexpected colour results, **check that your file does not contain overprinted objects or text**.



ASSEMBLY - Wall plaques



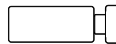
drill with 5 mm bit
(not supplied)



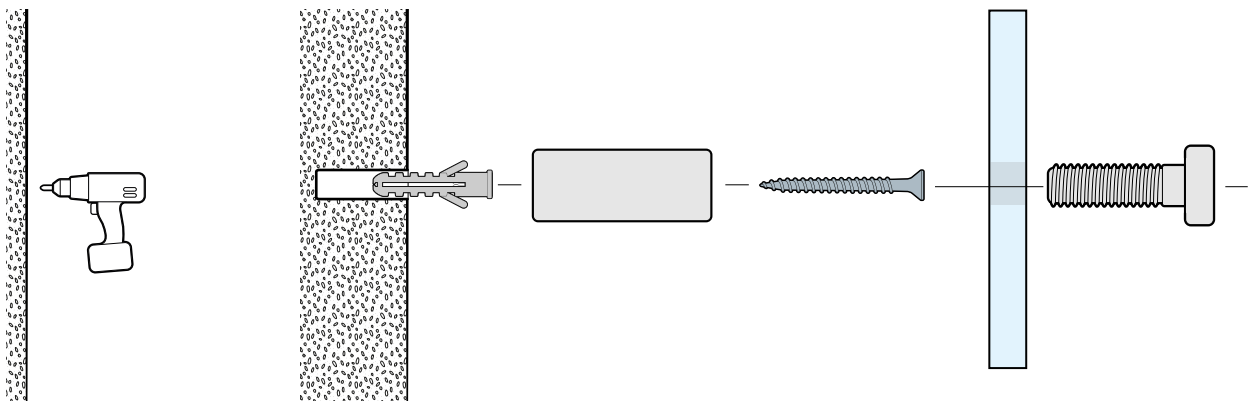
crosshead screwdriver
(not supplied)



4 nylon rawl plugs
Ø 5 x 25 mm



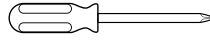
4 spacers



ASSEMBLY - Flag plaques



drill
with 5 mm bit
(not supplied)



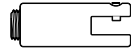
crosshead
screwdriver
(not supplied)



no.2 allen key
(not supplied)



2 nylon rawl plugs
Ø 5 x 25 mm



2 spacers

