



# Print Artwork Specification

## GENERAL

Please ensure artwork is supplied in line with these specifications. Artwork received that is not in line with these specifications may be subject to correction charges. Mackay & Inglis Limited cannot accept responsibility for print errors or late deliveries where artwork has been supplied incorrectly.

## ARTWORK ORIENTATION

We advise that artwork is only generated and amended in the following design programs:

**Quark Xpress 9, Adobe InDesign CS5.5, Adobe Photoshop CS5.5, Adobe Illustrator CS5.5, or Adobe Acrobat.**

Mackay & Inglis Limited cannot accept responsibility for any unwanted results from artwork originally generated in any other package. This is especially true of 'office' programs such as Microsoft Word, Powerpoint, etc, regardless of how the files are exported.

Artwork should be saved in the following file formats: **PDF, EPS, or TIFF**

Alternatively an open application file can be supplied using one of the following applications (and all previous versions). Please remember to include all fonts and images required:

**Quark Xpress: collected file**

**Adobe InDesign: packaged file**

**Adobe Illustrator: (ai/eps file), with all text converted to outlines**

**Adobe Photoshop: (TIFF/eps)**

You can also download our specific pdf output settings for Quark and InDesign via our website:

[M&I High Res PDF Quark/M&I High Res PDF InDesign](#)



If you have any questions please do not hesitate to contact the Prepress Department on **0141 423 8866**, or email [prepress@mackayinglis.co.uk](mailto:prepress@mackayinglis.co.uk).

## DOCUMENT CHECKLIST (please tick)

- Please ensure a final spell check is completed
- Document size should match the final output size, e.g. if you want to print A4 make your artwork A4
- Document should have at least 3mm bleed\* e.g:
  - \*A4 finished size = 210mm x 297mm,  
with bleed = 216mm x 303mm
  - \*A5 finished size = 148mm x 210mm,  
with bleed = 154mm x 216mm
- Please leave at least 5mm space between the edge of the paper and any text
- Please allow space in margins for any drilled holes/punches or perforations (approximately 15mm). Text should not be placed in this area to ensure information is not lost when holes are drilled etc.
- Please indicate any special instructions on your artwork eg. positions of folds, perforations or die cuts
- Please delete all unnecessary pages or images from your document

## COLOUR

- The only colours in the file are those to be printed
- Spot colours are defined as spot colours and process colours are defined to separate as 4-colour process
- PMS colours are defined identically throughout all imported graphics files preferably **PANTONE COLOUR BRIDGE CMYK EC**

## IMAGES

- Images must be CMYK not RGB
- Images should be high resolution (Photos 300dpi, bitmap line art 2400dpi)
- Images should have the correct corresponding colours to be printed
- Photoshop images should be supplied as flattened TIFF's or EPS files

## FONTS

- Please ensure all fonts are collected in the final artwork
- Please ensure all fonts have been rasterized in Photoshop or converted to outlines in Illustrator
- Correct font styles used. No forced (faux) bold/italics
- Align type using tabs rather than the space bar
- Use style sheets where possible for consistency

## INK COVERAGE

Maximum ink coverage, generally, must be no more than **280% (dependent on paper type)**, we recommend a vibrant black solid is created with **100% Key & 40% Cyan**. Any thin text and/or artwork will not appear crisp if ink coverage is supplied too high.

## OVERPRINT / KNOCKOUT

Please ensure that no elements of the design are set to overprint unless specifically required. We cannot always check for this and it is likely to generate unexpected results.

## ARTWORK SUPPLY METHOD

Files should be supplied uncompressed wherever possible; Stuffit (Zip Files) may be used to compress files if necessary.

Ideally artwork should be supplied via email, depending on the size of file (please check your email service for maximum file size). Large artwork files may be sent via our Dropbox or using a file upload website or on a CD.

CDs will not be returned unless specifically requested at time of order. We will hold CD's for a maximum of 3 months until they are disposed of.

If possible all artwork should be supplied with a colour proof/sample mockup and any special instructions. Mackay & Inglis Limited cannot accept responsibility for any printing errors if no proof/sample is supplied.

## ARTWORK SUPPLY ADDRESS

Post artwork to:  
**Mackay & Inglis Limited**  
**19 Polmadie Street**  
**Glasgow**  
**G42 0PQ**

or

Email all artwork/electronic files to [prepress@mackayinglis.co.uk](mailto:prepress@mackayinglis.co.uk)

## CONFIRMATION

Artwork will only be processed on receipt of written, fax or e-mail confirmation of the full order, or authorised Purchase Order.

Standard terms and conditions apply, available on request.

If you have any questions please do not hesitate to contact the studio:

**Email: [prepress@mackayinglis.co.uk](mailto:prepress@mackayinglis.co.uk)**  
**Tel: 0141 423 8866**

