MEDIAPOINT FILE SET UP GUIDE GENERAL GUIDELINES



- 1. Fonts must be converted to outlines
- 2. Have at least 3mm of bleed for single sided products and 5mm for double sided boards
- 3. Not having trim marks for rectangle artwork is preferred
- 4. For rectangle artwork ensuring your trimbox size is correct (see guide on next pages for setup)
- 5. Please include finished size and quantity at the end of your file name EG 600mm x 900mm qty 2.pdf
- 6. PDF Artwork only we do not accept any other formats
- 7. Artwork to be provided at 100% size for all product except banners which also has the option of 10% only
- 8. If you want the closest match to a pantone colour, use a Pantone C spot colour and our profile will get the closest possible match, use CMYK colour only for everything else (Do not use RGB)
- 9. For custom cut boards please setup a stroke as a Spot colour named Thru-cut Please ensure this is a center aligned stroke and a closed shape
- 10. For scores please setup a stroke as a Spot colour named Score Please ensure this does not extend past a Thru-cut shape
- 11. For kiss cut stickers please setup a stroke as a Spot colour named KissCut

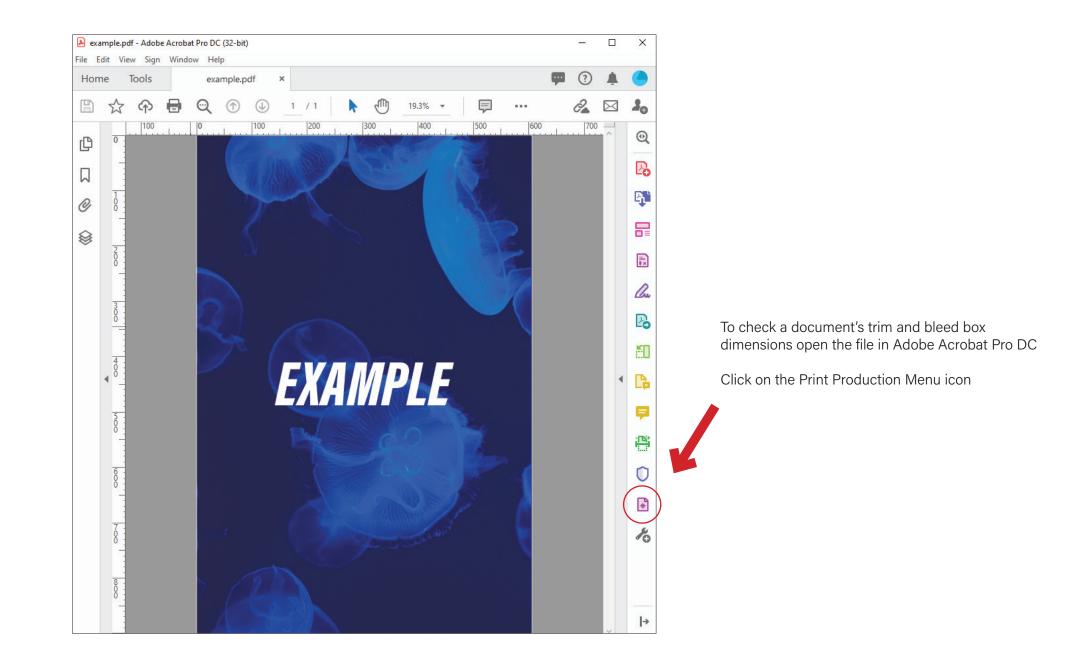
Please see more information on next pages

We require all files are submitted print ready. For us, this means your file will:

- 1. Have the trim box set as the finished size
- 2. Have at least 3mm of bleed (the required amount of bleed may be different for some products)

ble	eed box (+3mm)	-
	trim box (600x900mm)	
l		

PRESET DETAILS
Untitled-1
Width
600 mm Millimeters 🗸
Height Orientation Artboards
900 mm
Bleed
Top Bottom
🗘 3 mm 🗘 3 mm
Left Right 🔗
🗘 3 mm 🗘 3 mm
✓ Advanced Options Color Mode
CMYK Color 🗸
Raster Effects
High (300 ppi) 🗸 🗸
Preview Mode
Default 🗸
More Settings



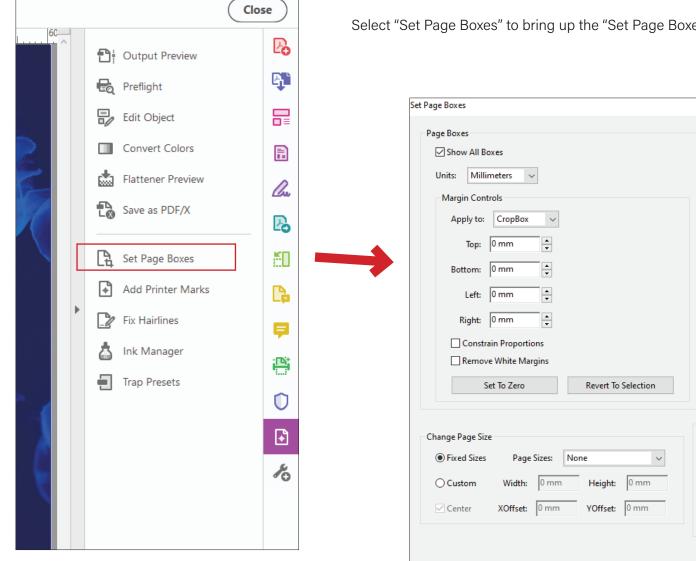
TRADE PRINT

MEDIAPOINT

•••



X



Select "Set Page Boxes" to bring up the "Set Page Boxes" pop-up window

Units: Millimeters 🗸	
Margin Controls Apply to: CropBox Top: 0 mm Bottom: 0 mm Left: 0 mm Right: 0 mm Constrain Proportions Remove White Margins	EXAMPLE
Set To Zero Revert To Selection	Cropped page size: 606.01 x 906.01 mm
Annge Page Size Page Sizes: None ✓ O Custom Width: 0 mm Height: 0 mm Center XOffset: 0 mm	Page Range All From: 1 To: 1 of 1 Apply to: Even and Odd Pages



- Margin Contr	rols	
Apply to:	CropBox 🗸	
Top:	CropBox ArtBox TrimBox	
Bottom:	BleedBox	
Left:	0 mm 🔺	
Right:	0 mm 📫	
Constra	in Proportions	
Remove	White Margins	
Se	et To Zero	Revert To Selection

ige Boxes	
✓ Show All Boxes Units: Millimeters ✓	
Margin Controls Apply to: TrimBox V	
Top: 2.999 mm 🔹	
Bottom: 3 mm	EXAMPLE
Left: 3 mm	
Constrain Proportions	
_ hemove while margins	- Anna Although ann

Under Margin Controls, select the drop down menu to check the TrimBox dimensions.

The trim box dimensions will be shown under the preview pane.

(don't stress if the dimensions shown are out by <0.1mm. This is a known glitch with Adobe Acrobat, and will not affect the output of your document when printed)

Make sure to outline any text that is in the document (occasionally fonts are not correctly embedded into the exported PDFs. This means that while the text may appear normal in previews, it will error during printing and print as a totally different font; or not print at all. To avoid this, we recommend outlining all fonts in your documents to convert them to shapes.)

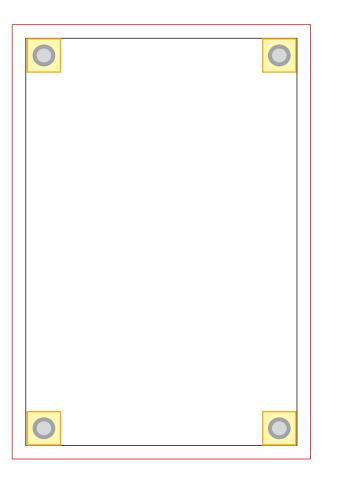
SAMPLETEXT

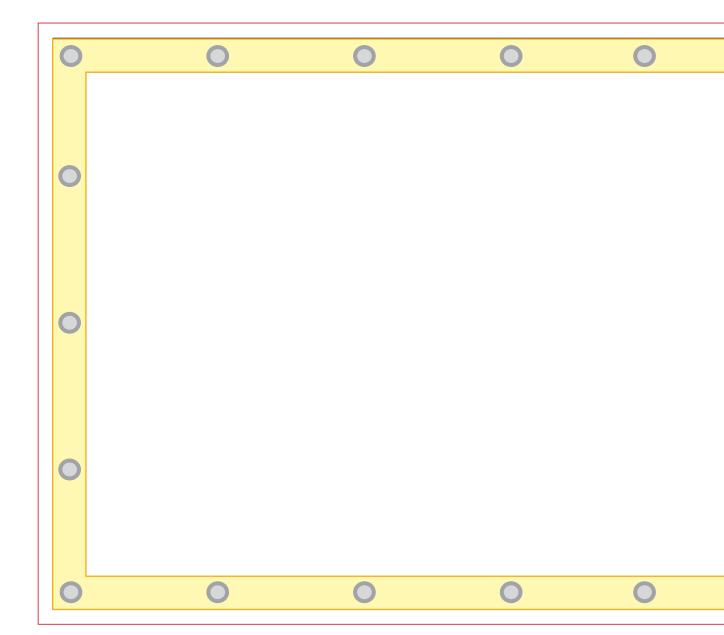
SAMPLE TEXT-

Type Select Effect View Window Help More from Adobe Fonts... Font > Recent Fonts > Size > Glyphs Convert To Area Type Area Type Options... Type on a Path Threaded Text Fit Headline Resolve Missing Fonts... Find Font... Change Case 5 Smart Punctuation... Create Outlines Shift+Ctrl+O **Optical Margin Alignment** Insert Special Character > Insert WhiteSpace Character > Insert Break Character > Fill With PlaceHolder Text Show Hidden Characters Alt+Ctrl+I Type Orientation > Legacy Text



If your artwork requires eyelets, please ensure you keep a 45mm "safe zone" in each corner of your boards and/or 45mm safety zone along the edges of your banners





MEDIAPOINT FILE SET UP GUIDE THRU-CUT HOLES



If you would like your board products to be finished with holes, we will need the files supplied with a Thru-Cut spot colour indicating their position and size. (please see instructions for Thru-Cutting for more information on setting up a Thru-Cut spot colour)

The holes in your document must be at least 6mm in diameter for us to cut them. (we do not drill holes, we cut them using a router)

And your artwork must be closed with a Thru-cut spot colour to indicate the outer trim box.

Make sure to leave enough space from the edge to avoid tearing or damaging the stock.



MEDIAPOINT FILE SET UP GUIDE MESH BANNERS at 10%

STEP 1:

Go to file>new to create a new document

Enter size at 10% of the finished scale (this banner will be 1.8x50m when printed)

Enter 0.5mm bleed (this will scale up to 5mm of bleed at 100%)

Create your document

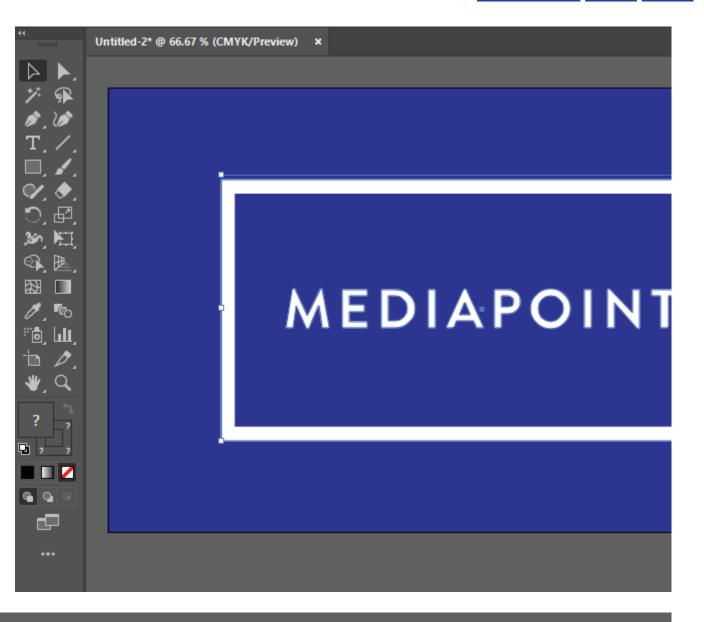
PRESET DETAILS Width 5000 mm Millimeters Height Orientation Artboards H 180 mm -Bleed Bottom Тор 0.05 mm 0.05 mm ð Right Left Ĵ 0 0.05 mm 0.05 mm Color Mode CMYK Color Raster Effects High (300 ppi) × Preview Mode Default More Settings Close Create

MEDIAPOINT FILE SET UP GUIDE **MESH BANNERS** at 10%

STEP 2:

Lay out your document (make sure to tile your design if necessary)

Try to keep a safe space of 4.5mm around each edge for eyelets (we recommend 45mm as a safety zone around our eyelets)



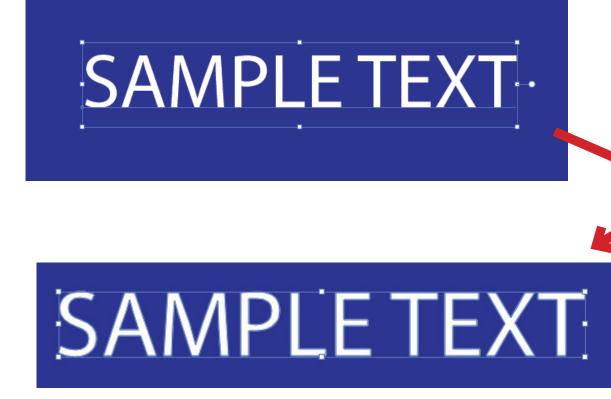


MEDIAPOINT FILE SET UP GUIDE

MESH BANNERS at 10%

STEP 3:

Make sure to outline any text that is in the document (occasionally fonts are not correctly embedded into the exported PDFs. This means that while the text may appear normal in previews, it will error during printing and print as a totally different font; or not print at all. To avoid this, we recommend outlining all fonts in your documents to convert them to shapes.)



Туре	Select Effect View Window Help	
	More from Adobe Fonts	
	Font	>
	Recent Fonts	>
	Size	>
	Glyphs	
	Convert To Area Type	
	Area Type Options	
	Type on a Path	>
	Threaded Text	>
	Fit Headline	
	Resolve Missing Fonts	
	Find Font	
	Change Case	>
	Smart Punctuation	
	Create Outlines Shift+Ctrl+C)
	Optical Margin Alignment	
	Insert Special Character	>
	Insert WhiteSpace Character	>
	Insert Break Character	>
	Fill With PlaceHolder Text	
	Show Hidden Characters Alt+ Ctrl+	4
	Type Orientation	>
	Legacy Text	>

MEDIAPOINT FILE SET UP GUIDE MESH BANNERS at 10%

File	Edit Object Type	Select Effect View W
	New	Ctrl+N
	New from Template	Shift+Ctrl+N
	Open	Ctrl+O
	Open Recent Files	>
	Browse in Bridge	Alt+Ctrl+O
	Close	Ctrl+W
	Close All	Alt+Ctrl+W
	Save	Ctrl+S
	Save As	Shift+Ctrl+S
	Save a Copy	Alt+Ctrl+S
	Save Selected Slices	
	Version History	
	Save as Template	
	Revert	F12
	Search Adobe Stock	
	Place	Shift+Ctrl+P
	Export	>
	Export Selection	
	Package	Alt+Shift+Ctrl+P
	Scripts	>
	Document Setup	Alt+Ctrl+P
	Document Color Mode	>
	File Info	Alt+Shift+Ctrl+I
	Print	Ctrl+P
	Exit	Ctrl+Q

STEP 4:

Go to file>save as to export as a PDF

Make sure to include the quantity you require at the end of your file name.

Ai Save As				×
← → ~ ↑ 📘	> OneDrive > Desktop	ٽ ~	,○ Search Deskt	ор
File name:	Mediapoint Banner 10% qty24			~
Save as type:	Adobe PDF (*.PDF)			~
	Save Cloud Document Use Artboards All Range: 1			
✓ Browse Folders			Save	Cancel

MEDIAPOINT FILE SET UP GUIDE MESH BANNERS at 10%



STEP 5:

Output

Color

In the Save Adobe PDF window make sure the following is selected:

> Compatability with Acrobat 7 (PDF 1.6)

- > Use Document Bleed is selected
- > Colour Conversion is set to "No Conversion" (This will ensure that Spot colours are not converted to CMYK Process colours. Please note that we can only match PMS C colours)

Color Conversion: No Conversion

Profile Inclusion Policy: Don't Include Profiles

Save Adobe PDF

	Adobe PDF Preset:	[Illustrator Default]					~	*
	Standard:	None	~	Compatib	pility: Acrob	oat 7 (PDF 1.6	i) `	•
	General	Marks and Bleeds						
	Compression	Marks						
	Marks and Bleeds	🗌 All Printer's Marks						
λ	Output	Trim Marks	Printer Ma	rk Type: 1	Roman	~		
	Advanced	Registration Marks						
	Security	Color Bars	Trim Mark	Weight: (0.25 pt	~		
	Summary	Page Information		Offset: 🔇	2.117 mr	n		
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