MEDIAPOINT FILE SET UP GUIDE

BANNERS at 10%

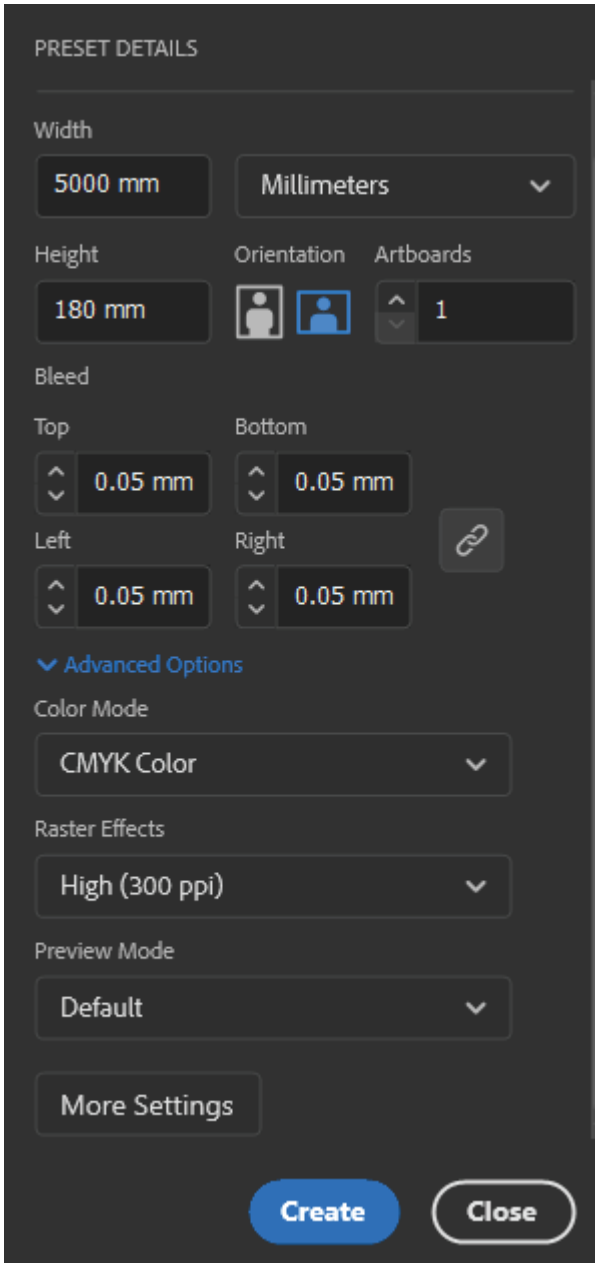
STEP 1:

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



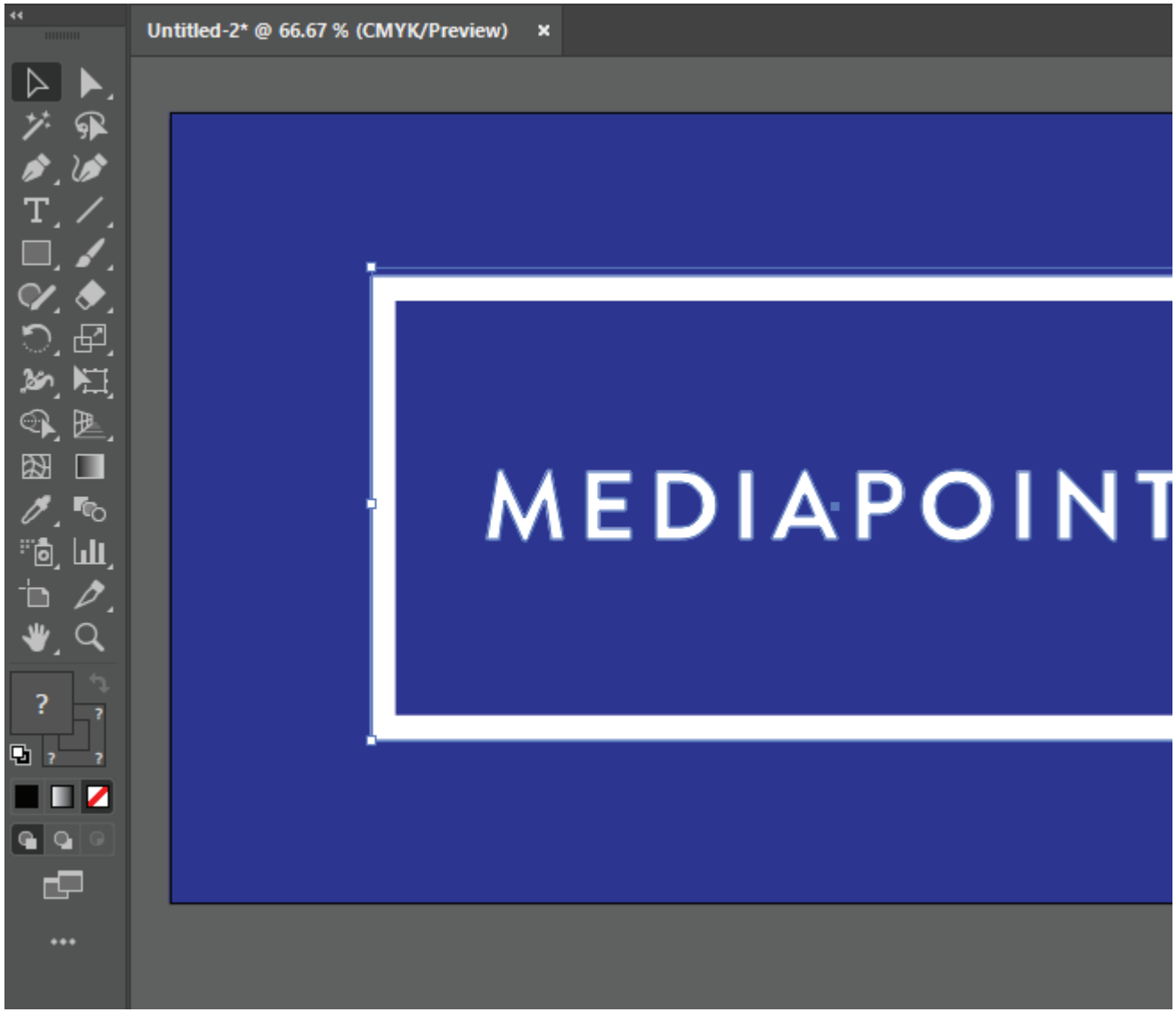
MEDIAPOINT FILE SET UP GUIDE

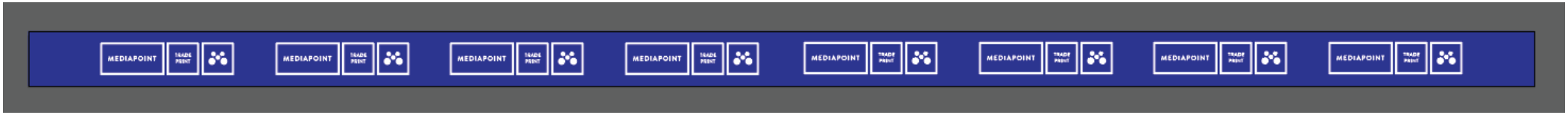
BANNERS at 10%

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)

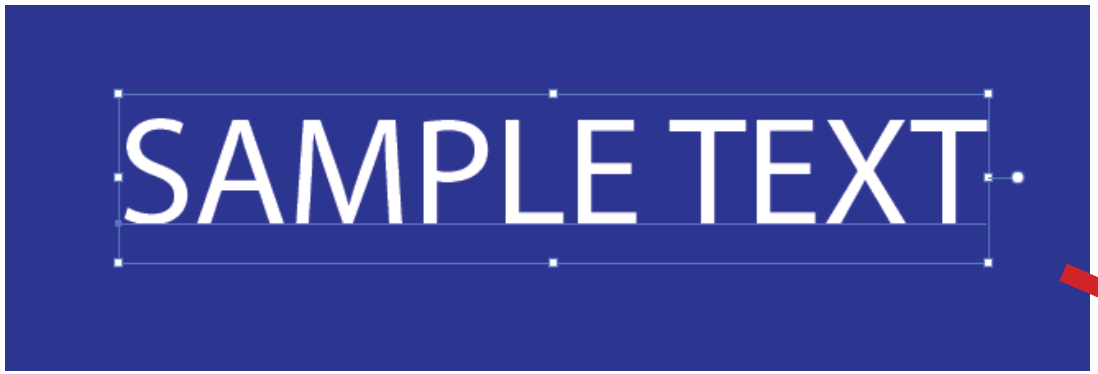


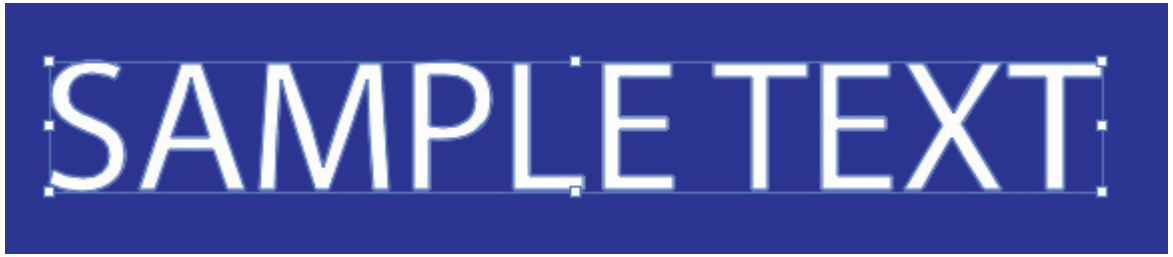


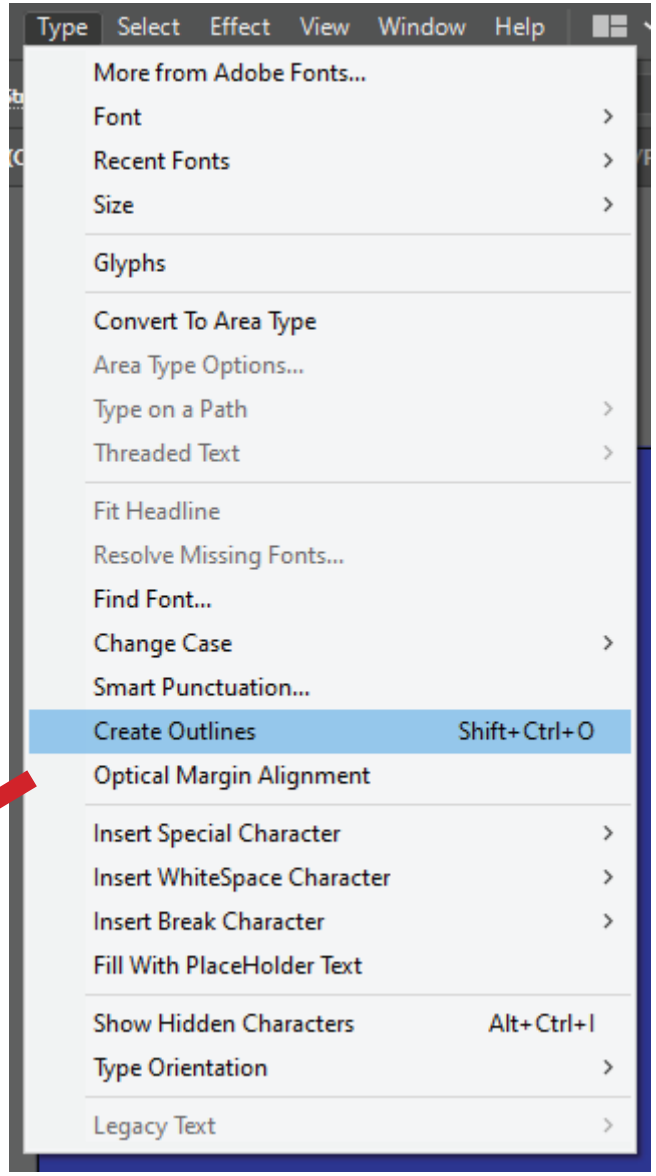
BANNERS at 10%

STEP 3:

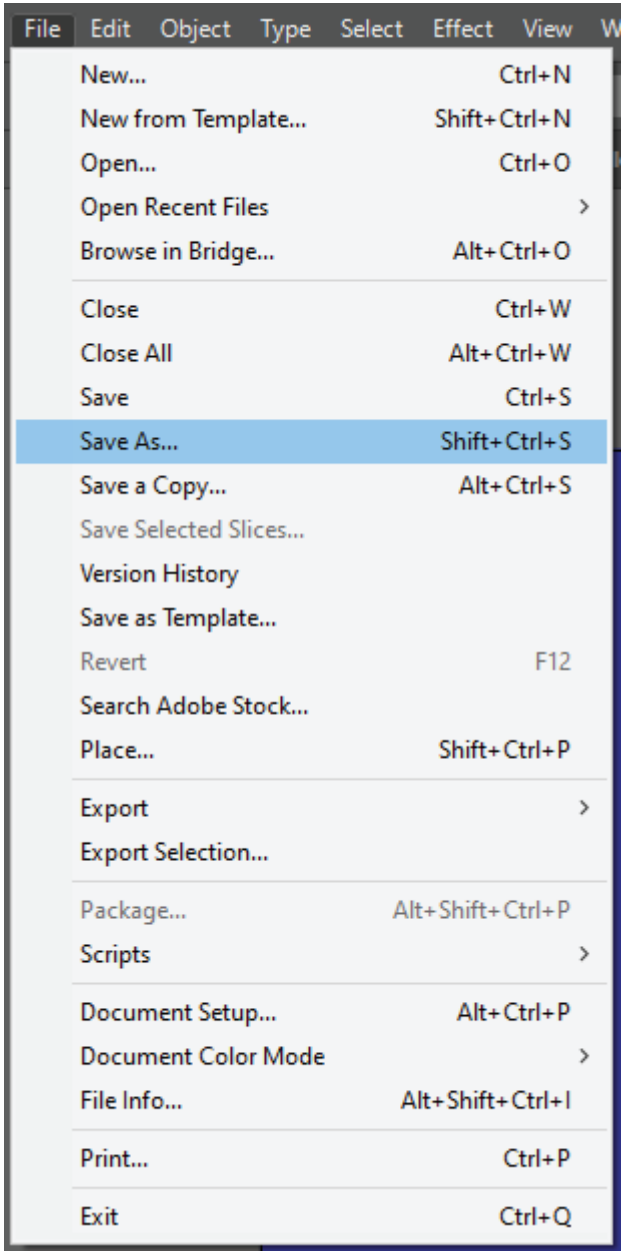
Make sure to outline any text that is in the document
(occasionally fonts are not correctly embedded into the exported PDFs. This means that while the text may appear normal in previews, it will error during printing and print as a totally different font; or not print at all. To avoid this, we recommend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







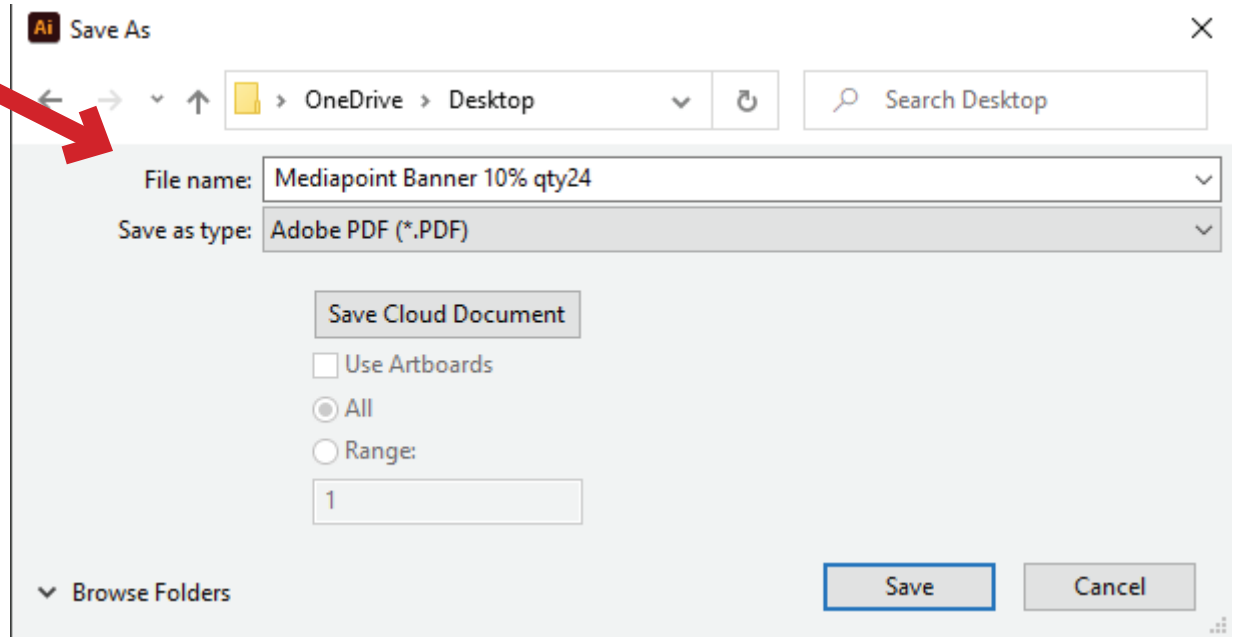
BANNERS at 10%



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.

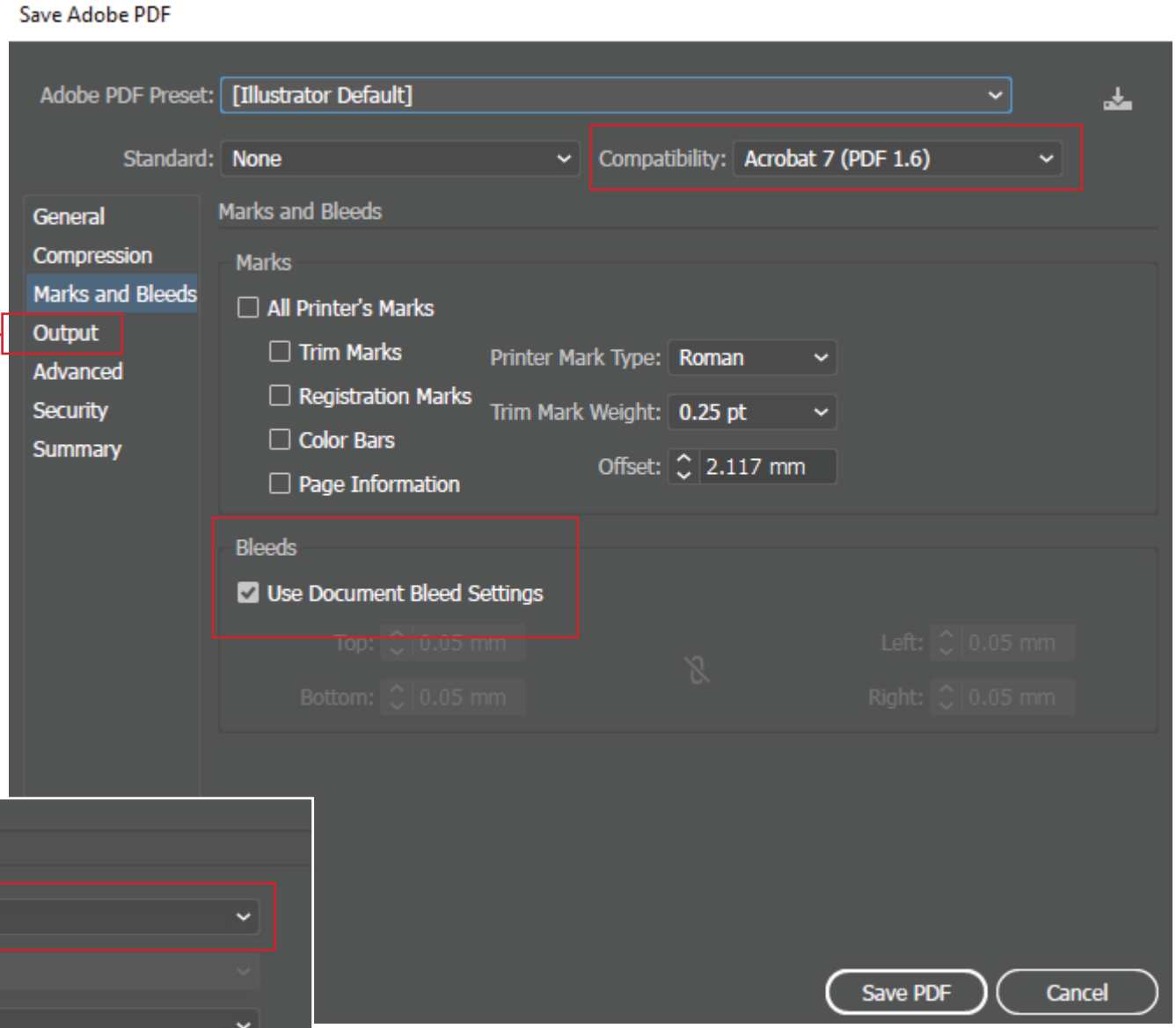
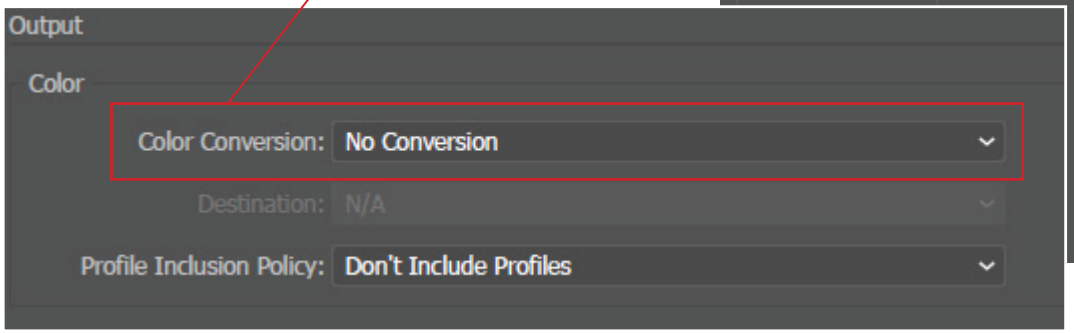


BANNERS at 10%

STEP 5:

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)