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 Orientation Artboards Height Η 180 mm -Bleed Bottom Тор 0.05 mm 0.05 mm ð Right Left Ĵ 0.05 mm 0.05 mm Color Mode CMYK Color Raster Effects High (300 ppi) × Preview Mode Default More Settings Close Create

TRADE PRINT

MEDIAPOINT

•••

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)





MEDIAPOINT FILE SET UP GUIDE

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 W	indow	Help	
	More from Adobe Fonts			- 1
	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	Shi	ft+Ctrl+O	
	Optical Margin Alignment			
	Insert Special Character			>
	Insert WhiteSpace Character			>
	Insert Break Character			>
	Fill With PlaceHolder Text			
	Show Hidden Characters		Alt+Ctrl+	
	Type Orientation			>
	Legacy Text			>

MEDIAPOINT FILE SET UP GUIDE BANNERS at 10%

File	Edit	Object	Туре	Select	Effect	View	M	
	New				C	Ctrl+N		
	New from Template			Shift+Ctrl+N				
	Open			Ctrl+O				
	Open Recent Files			>				
	Brows	e in Bridg	e		Alt+0	Ctrl+O		
	Close				C	trl+W		
	Close	All			Alt+C	trl+W		
	Save				(Ctrl+S		
	Save A	s			Shift+	Ctrl+S		
	Save a	Сору			Alt+	Ctrl+S		
	Save S	elected SI	ices					
	Version	n History						
	Save a	s Templat	e					
	Revert Search Adobe Stock					F12		
	Place	•			Shift+	Ctrl+P		
	Export	:				2	,	
	Export	Selection	ı					
	Packag	ge		Alt	t+Shift+(Ctrl+P		
	Scripts	;				2	,	
	Docun	nent Setu	р		Alt+	Ctrl+P		
	Docun	nent Colo	r Mode			2	,	
	File Inf	o		A	lt+Shift+	Ctrl+I		
	Print				(Ctrl+P		
	Exit				C	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 ~		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 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: Standard:	[Illustrator Default] None	~	Compat	ibility: Acrobat	7 (PDF 1.6)	~	*
[General Compression Marks and Bleeds Output Advanced Security Summary	Marks and Bleeds Marks All Printer's Marks Trim Marks Registration Marks Color Bars Page Information	Printer Ma Trim Mark	ırk Type: Weight: Offset:	Roman • 0.25 pt • \$ 2.117 mm	•		
		Bleeds Use Document Bleed S Top: 0.05 r Bottom: 0.05 r	Settings nm					
		~				Save PDF	Can	cel