



# Requirements For Art Supplied Offset Printing To Sunne PRINTING



PO BOX 38, TAREE 2430 • PHONE 02 6552 1388 • FAX 02 6552 5185

THE FOLLOWING INFORMATION MUST BE FOLLOWED FOR SUPPLYING  
PRINT JOBS TO SUNNE PRINTING SERVICES:

**\*\* EXTRA ART-TIME WILL BE CHARGED FOR ART WHICH HAS TO BE CORRECTED \*\***

**PREFERRED SOFTWARE FOR FINISHED ART SUPPLIED**  
**Finished Art Supplied:** Ready to print, download only, **NO CHANGES**

**MAC** Indesign CS2, CS3  
Photoshop CS2, CS3  
Illustrator CS2, CS3  
High Resolution Acrobat PDF \*

**WINDOWS** Indesign CS2  
Photoshop CS2  
Illustrator CS2  
High Resolution Acrobat PDF \*

\* Subject to viewing.

*For other software see back - Conditions apply*

## WHAT NEEDS TO BE SUPPLIED WITH FINISHED ART?

### 1) HARD COPY (VERY IMPORTANT)

Note: Colour matching is not guaranteed.  
Choosing colours is best from a colour PMS  
swatch. (Pantone Matching System)

### 2) CD, DVD, USB, VIA EMAIL

(Hard copy still required if via email)  
**FAX TO 6552 5185**

### 3) ALL FONTS

Need to be supplied or all text converted to  
outlines.

### 4) JPEG, TIFF & BITMAP IMAGES

- IMAGES should be 300dpi at final size.
- All colour images MUST BE in **CMYK**,  
**NOT RGB**. Save as a TIFF or JPEG.
- BITMAP (line Art) IMAGES should be at least  
300dpi but preferably as high as 1200dpi at  
100%. Save as TIFF.

### 5) AI OR EPS GRAPHICS

- Create outlines of fonts where possible.  
(Click on "Type" menu, go to "Create Outlines")
- All colour graphics MUST BE in **CMYK** or  
**Spot Colours**, **NOT RGB**.
- Include all placed images separately with the job.

### 6) 3mm BLEED ON DOCUMENT

- Please ensure  
you set up your  
document to the  
exact size you  
want printed plus  
bleed.

Example:

**A4**  
297 x 210mm  
**NOT Letter size.**

**DL cards**  
99 x 210mm

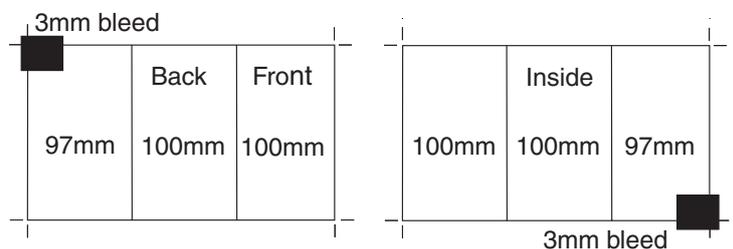
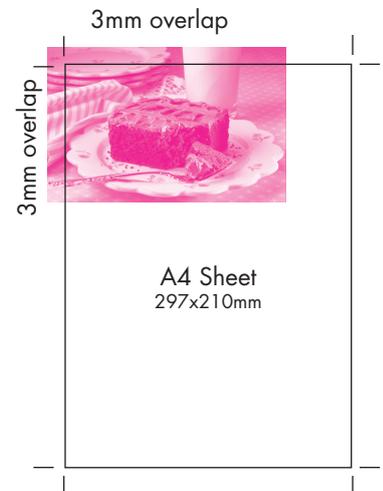
**Business Cards**

90 x 55mm

If unsure, please check before starting your  
artwork.

**A4 brochure to be folded to DL**

please use these measurements so final  
brochure will fold correctly.



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## ADOBE ACROBAT

PDFs may be supplied of your art for printing. However the document must be distilled at Press or Print optimised. We do not guarantee quality if sent as low resolution PDF.

**Also it must be distilled as CMYK - NOT RGB. If job has bleeds please make sure you have allowed for the extra size of 3mm all around.**

## OTHER SOFTWARE

**Semi Art Supplied:** Art has been supplied but adjustments need to be made in order for it to print properly. Most jobs will need to be converted. Sunne will need to print a proof.

### Microsoft Publisher & Word

- We accept Publisher & Word documents under *certain* circumstances - **extra art time must be allowed as it has to be converted.**
- **HARD COPIES MUST BE SUPPLIED IN ALL CIRCUMSTANCES**
- **Everything in CYMK. DO NOT USE RGB.**
- We DO NOT guarantee colours created in Publisher & Word. (Word uses only RGB so we cannot accept spot colour documents in Word). A four colour proof is essential to check colours (an extra charge will apply).
- All photos and other links need to be supplied separately.

### Quark Xpress, Corel 11 & Pagemaker

- We accept Quark, Corel & Pagemaker documents but they will need to be converted which may incur problems.
- **HARD COPIES MUST BE SUPPLIED IN ALL CIRCUMSTANCES**
- **Everything in CYMK or spot colours. Do NOT use RGB.** Please check spot colours with a PMS swatch.
- All photos, fonts and other links need to be supplied separately.

## IMPORTANT - ALL SUPPLIED JOBS

- When supplying digital photos, please ensure they are taken at the highest possible resolution. We cannot guarantee the quality if taken at low resolution.
- Digital proofs (inkjet/laser) are not accurate four colour proofs. Accurate colour cannot be guaranteed.
- Check if your job is to be printed in Pantone (Spot) or 4 colour Process (CMYK). Then make sure all colours in your job are all one or the other. Do not use RGB.

## SENDING ARTWORK VIA EMAIL & FTP

### FTP SITE

For files 7MB and up, please send via FTP site.

**ftp://sunne.com.au**

User Name: **sunneguest**

Password: **guest123**

To view this FTP site in Windows Explorer, click **Page**, and then click **Open FTP Site in Windows Explorer**. Then drag and drop your job into the web window. Please contact Sunne to let us know it has been uploaded.

### EMAIL

Emails for MAC - [kelly@sunne.com.au](mailto:kelly@sunne.com.au)

Emails for PC - [pc@sunne.com.au](mailto:pc@sunne.com.au)

After email is sent, please phone to make sure file has been received.

### ✓ IMPORTANT CHECK LIST

- Hard copy supplied**
- All artwork is converted to CMYK
- All attachments & images included
- 3mm bleed has been added
- Fonts are supplied or converted to outlines
- All images are at 300dpi

## PLEASE check your job thoroughly.

If time has to be spent correcting document sizes, colours, checking fonts, or incompatibility, a charge of \$70 an hour will be imposed for time taken to make corrections and changes.