



**MAIL BOXES ETC.®**  
Design, Print, Deliver... Anywhere!

# How to make a document ready for print

There are a few specific settings and outputs for printing that are easy to use and will streamline the printing process.

## FILE TYPE



The preferred file formats for high quality printing are print-ready .PDFs or a Packaged InDesign File.

This is to ensure that all document elements maintain quality, and there are no fonts or images/files lost in transfer.

*Microsoft Office documents (Word, Publisher, Paint, Power-Point) do not have print-ready capabilities.*

### PDF

File > Export As  
File > Save As > PDF

### Packaged InDesign File:

File > Package  
Compress file (\*.zip)  
for sending file.

### Remember to Include:

bleed, crop/trim marks,  
export as **pages**, not as  
spreads.



## DOCUMENT DIMENSIONS

Business Card 55x90mm • A6 105x148mm • DL 99x210mm  
A5 148x210mm • A4 210x297mm • A3 297x420mm  
A2 420x594mm • A1 594x841mm • A0 841x1189mm



In order to have the document printed exactly as it was designed, the dimensions must be accurate. Larger than A3 sized documents will have to be printed from a specialised large format printer.

## BLEED & CROP MARKS

Bleed 3-5mm  
Cropmarks OFFSET 2-3mm



**Bleed** is an added area of 3-5mm around the entire artwork. Bleed is required when the document has images or colour that extends all the way to the edge of the print area. This is essential, as the bleed area is printed and then trimmed off. All text and images that are not going to the edge should be at least 3-5mm inside from the edge.

**Crop marks** are generally required on all 'full-bleed' documents.

## IMAGE RESOLUTION

Bitmap 300dpi minimum  
Vector Preferred for logos



The required resolution for high quality printing is **300dpi** (dots/pixels per inch). Any lower resolution and the print could appear pixelated. A vector graphic is also suitable, as it can be enlarged to any size.

## COLOUR SETTING

CMYK All images & colours (no RGB)  
PMS No colour matching available



The print files must be saved or exported as **CMYK** colour profile (Cyan, Magenta, Yellow & Black), as these are the inks that are used for printing. RGB (Red, Blue, Green) colour profile will simply not print, as it is only intended for on-screen/web use.

## SADDLE-STITCH BOOKLETS SET-UP

Page count Multiples of four (ie. 8, 12, 24 etc.)  
Margins Minimum 5mm from edge  
Pages Supplied as individual pages, not spreads



If the required print is a Saddle-Stitched Booklet (folded and stitched at the centre), it must have a page count that is a multiple of 4 (i.e. 8, 16, 20 etc). The file must be exported as pages, not as spreads, in a full-bleed document.

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