



Products that promote.
Ideas that inspire.

myNo™
Title Pages
Bookbound &
Spiralbound

Artwork
Specification

Version:
November
2018

Artwork for myNo Inserts & Printed Pages

If you are sending us pages or artwork it must be prepared correctly. This document outlines what is required, but the person, department or agency your company uses to create these items will be familiar with the requirements explained in this document.

InDesign Native Files

Files must be correct size with all high resolution (at least 300dpi) images used in CMYK or greyscale. Fonts, pictures and links must also be supplied (This can be achieved using the "Package" option under the File Menu in InDesign).

PDF

Files to be supplied in correct size, with all fonts embedded. All images are CMYK or greyscale at least 300dpi. PDFs are generated using the "Press Quality" Setting in InDesign or Acrobat.

Spot Colours / Pantones / RGB

Please make sure any spot colours used are relevant to the job e.g. Only use them if you are printing using that spot colour in addition to CMYK. If you are not actually printing that Spot Colour please convert it to CMYK.

Please convert all RGB colours and images to CMYK before creating the PDF. Remember that the nice bright colours achievable in RGB are not always possible in CMYK. It is better for you to convert to CMYK at your end and see any unwanted colour shifts rather than see it on the final product when it is too late.

We cannot edit or change these issues easily in a supplied PDF and you will be charged for any amendments our studio need to make.

Artwork Pricing

Producing myNo pages from correctly prepared pdf's
FREE

Producing myNo pages from correctly prepared documents created in InDesign.
FREE

Adapting documents in unacceptable formats to a useable format
£15 per Page

Up to five amendments to your myNo pages
£25

Less than 20 amendments to your myNo pages
£50

Over 20 amendments to your myNo pages
£POA

Creating up to 4 myNo pages to your specifications

£55 per Page

Creating more than 4 myNo pages to your specifications
£POA

Producing blocking die artwork from correctly prepared vector graphic
FREE

Converting an image to vectored line format so it can be made into a blocking die, or adjusting unsuitable artwork so it is possible to block
£30

Continued...

We're here to help...

If you have a query please call us on 01604 671671
and ask to talk to one of our studio staff.

Artwork for Blocks

Files for blocking dies must be 'vector' eps files only. PDFs can be used but ideally supply as Illustrator EPS or AI files.

Not all eps files are vector files. A true vector is where the graphic is draw using paths and not pixels, this means that it can be used at any resolution or size without degradation.

Artwork must be solid black with NO tints, shading or colour.

A minimum of 8pt is required for text and 0.75pt for keylines when blocking onto diary covers, any smaller and the type or line will fill in when blocked and cannot be read.



Additional Information

Word Documents

Artwork sent in a word document can only be used to copy and paste text, we will have to set the page into our page layout programme.

Native Files Formats (Applications) **WE DO NOT ACCEPT:**

- **Quark Xpress**
Please send artwork as a Press Ready PDF
- **Powerpoint**
We can open for content but will not accept as artwork
- **Word**
We can open for content but will not accept as artwork
- **Excel**
We can open for content but will not accept as artwork
- **MS Publisher**
Please send artwork as a Press Ready PDF
- **Pagemaker**
Please send artwork as a Press Ready PDF
- **Coreldraw**
Please send artwork as a Press Ready PDF

Storage Media & Transfer

Please supply artwork to us using one the following methods

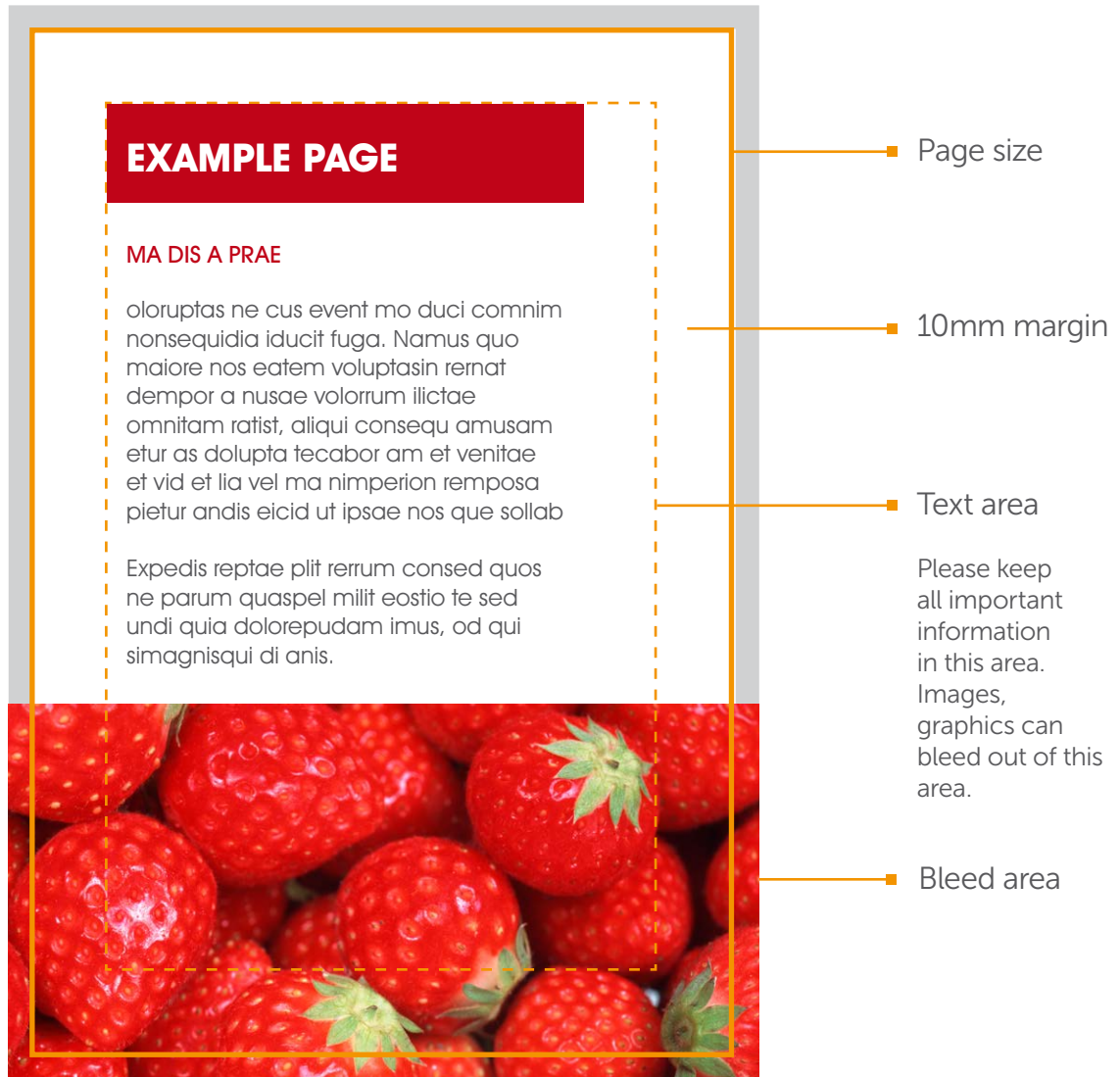
- If the artwork is up to 10mb, you may email it to your sales executive. If you do this, please make sure that the email carries a description of the attached file and states clearly what job the logo is for.
- If your files are larger than 10mb they can be sent to us via our Mail Big File account. Simple go to address below and follow the instructions: <http://www.mailbigfile.com/giltedged>
- Provide us with your own WeTransfer / Dropbox type link to the files
- CD or DVD
- USB Flashdrive

We're here to help...

If you have a query please call us on 01604 671671
and ask to talk to one of our studio staff.

myNo Layout - Title Pages Bookbound

All Pages



Example shown above not to scale.
See table on last page for correct dimensions.

We're here to help...

If you have a query please call us on 01604 671671
and ask to talk to one of our studio staff.

myNo Layout - Title Pages Spiralbound

Left Hand Page

Right Hand page



Bleed area Page size

Text area
Please keep all important information in this area. Images, graphics can bleed out of this area.

Comb
Margins:
10mm top
10mm bottom
12mm inside
8mm outer

Example shown above not to scale. See table on last page for correct dimensions.

We're here to help...

If you have a query please call us on 01604 671671 and ask to talk to one of our studio staff.

myNo Title Page Sizes

Bookbound		
A6	Finished Size Text Area Margin Bleed	90 x 140mm 70 x 120mm 10mm all round 3mm
A5	Finished Size Text Area Margin Bleed	135 x 205mm 115 x 185mm 10mm all round 3mm
XL	Finished Size Text Area Margin Bleed	188 x 245mm 168 x 225mm 12mm inside / 8mm outer 10mm top and bottom 3mm

Spiralbound		
Small	Finished Size Text Area Margin Bleed	89 x 160mm 69 x 140mm 12mm inside / 8mm outer 10mm top and bottom 3mm
Medium	Finished Size Text Area Margin Bleed	170 x 220mm 150 x 200mm 12mm inside / 8mm outer 10mm top and bottom 3mm
Large	Finished Size Text Area Margin Bleed	207 x 268mm 187 x 248mm 12mm inside / 8mm outer 10mm top and bottom 3mm

We're here to help...

If you have a query please call us on 01604 671671
and ask to talk to one of our studio staff.