



CS DIGITAL
DESIGN·PRINT·COPY

Unit I/1472 Boundary Rd, Wacol QLD 4078
P. (07) 3271 1899 F. (07) 3271 2899

Artwork Specifications

Here are a few guidelines to ensure your document is print ready.

Please ensure that:

- Files are supplied as PDF and optimized to Acrobat 4.0(PDF 1.3). (See our website for details on free PDF creation software.)
- The page size is correct. Please see the following pages for correct page sizes.
- If bleed is required, please include 2mm bleed on all edges.
- All colours are CMYK or Greyscale (no RGB or PMS colours).
- All fonts are embedded or converted to curves or outlines.
- Please ensure all graphics and images are in their final size (100%) and correct resolution is at least 300dpi.
- No trim marks, colour bars or registration marks are included.
- Check for transparency features, such as drop shadows, overlays, blends and feathering. Please flatten your transparencies using the Transparency Flattener Presets and save your PDF using Acrobat 4.0(PDF 1.3).

We recommend that all text and images are kept within the "safe zone" of the page, as during the trimming process variations of up to 2mm can occur. To do this, keep all text/ images at least 5mm away from the finished size.

Artwork supplied to us that does not meet these specifications will incur an artwork fee at \$66 per hour to create a print ready document.

Glossary of Terms

Bleed

Bleed occurs where the print (such as the background or an image) extends to the edge of the document. In order to achieve this effect, we print on oversized paper and trim off 2mm of "bleed" to ensure that print extends to the edge of document. If you wish to achieve this effect, it is important you add an extra 2mm of "bleed" on all edges of your document. For more details please see the example page sizes on the following pages.

CMYK vs. RGB

The CMYK (Cyan, Magenta, Yellow, Key [Black]) colour model is used in the printing process. The RGB (Red, Green, Blue) colour model on the other hand is used by computer monitors and televisions to display images. It is important that when creating artwork for printing the CMYK colour model is used, as this will allow for much more accurate colour representation. If you use the RGB model you may find the colours are not as vibrant and bright as you expected, as the printer must convert these to its native CMYK colour model to print them.

Converting Fonts to Outlines

As not all computers have the same fonts installed, it is advisable that all fonts are converted to outlines or curves before you send your final artwork to us. This will eliminate any issues with font substitution that may occur when we print your file. Most graphic design programs have the option of converting fonts to outlines or curves.

Document Size vs. Finished Size

The document size refers to the size of the page that you create in your design program. The finished size refers to the actual final size of the print once it has been trimmed. When your artwork contains bleed (as described above), your document size needs have an extra 2mm added to each edge. If your artwork does not contain bleed, the document size will be the same as the finished size.

Safe Margin

All text and other images should be kept at least 5mm from the finished size. As variations of between 1-2mm can occur during the printing and trimming process, this will ensure that no information will be accidentally trimmed off.

Score Marks

Score marks are used to identify the folds in print material such as brochures and presentation folders. You should keep text and images at least 5mm from score marks as variations can occur during the folding process.

Resolution

Resolution refers to the size and pixel density of an image. The resolution of an image is measured by its dimensions in pixels, for example 1024 x 768 pixels. The density of the image is measured in dots per inch (DPI), and determines the physical size of an image once printed. For example, an image with a resolution of 300 x 300 pixels will have a printed size of 3 inches x 3 inches if it is placed at 100 DPI, or a size of 1 inch x 1 inch if it is placed at 300 DPI. When supplying artwork with bitmap images, it is advisable that bitmap images are placed at 300 DPI.

Bitmap

A bitmap is a type of image format where the image data is stored by the computer as pixels. The most common bitmap images formats are JPEG and TIFF. Digital photographs and scanned documents are examples of bitmap images.

Vector

A vector is a type of image format where the image data is stored by the computer as mathematical equations. This allows the size and colour of a vector image to be changed with ease. Vector images can also be scaled to any size without any loss of quality. Logos will generally be created as vector images.



Without Bleed



PDF Page Size: 90 x 55 mm

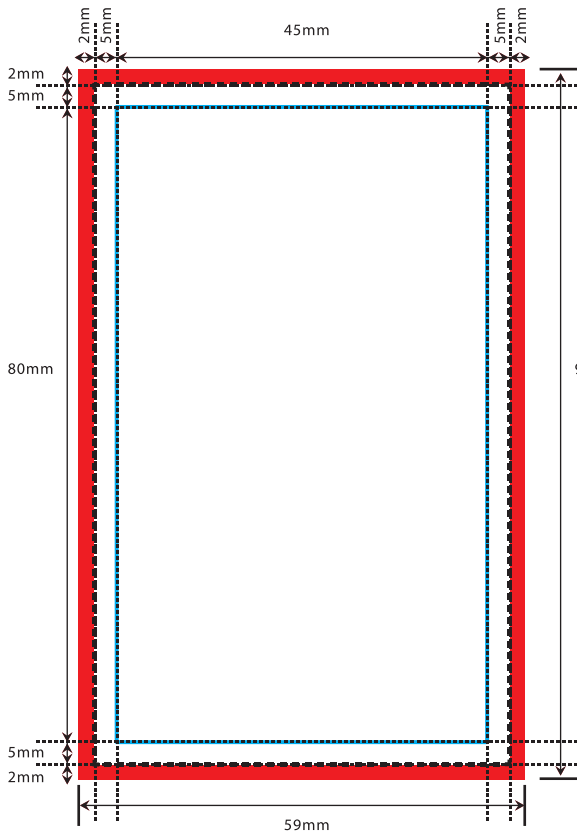
With Bleed

PDF Page Size: 94 x 59 mm

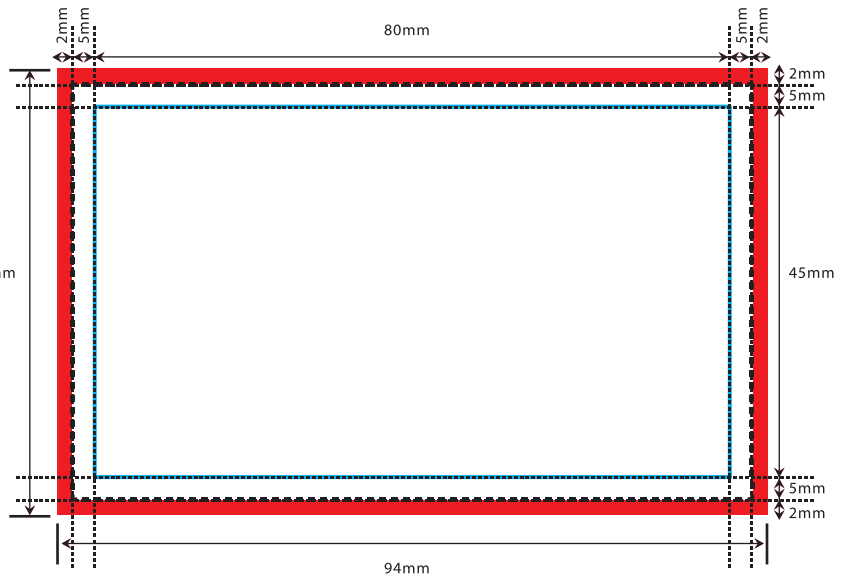
Finished Size: 90 x 55 mm

KEY

-  Full Bleed
-  Trim
-  Safe Margin
-  Bleed Area



Portrait



Landscape



PLEASE NOTE:

- All documents that require printing to the edge after trimming, must extend artwork to the **red** boundary box for 2mm bleed.
- All text should be a minimum 5mm inside the cut line on each side, represented by the **blue** safety box.
- Anything in the **red** shaded area will be trimmed off.
- Trim marks are not required.





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Letterhead

Without Bleed



PDF Page Size: 210 x 297 mm

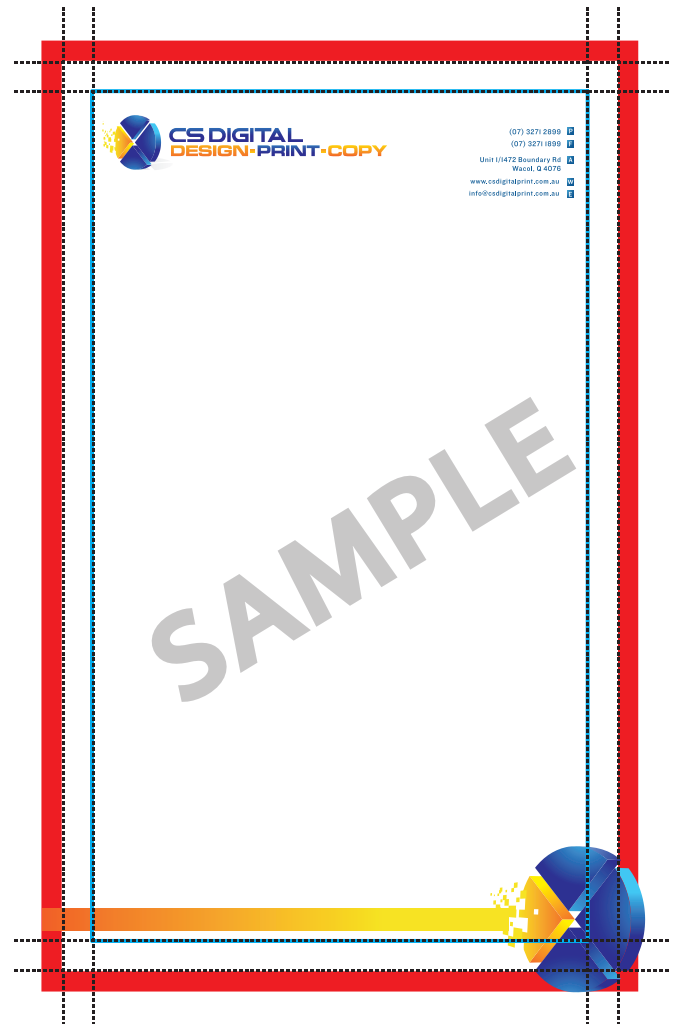
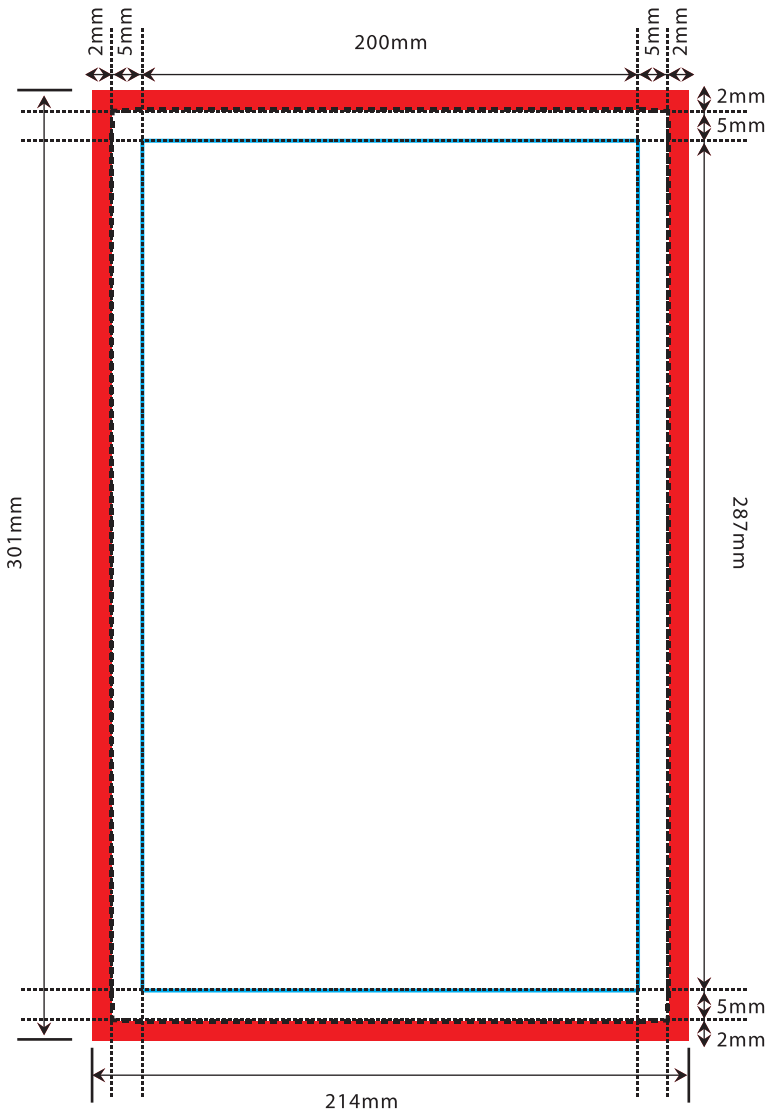
With Bleed

PDF Page Size: 214 x 301 mm

Finished Size: 210 x 297 mm

KEY

-  Full Bleed
-  Trim
-  Safe Margin
-  Bleed Area



PLEASE NOTE:

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With Compliments Slip - DL Size

Without Bleed



PDF Page Size: 99 x 210 mm

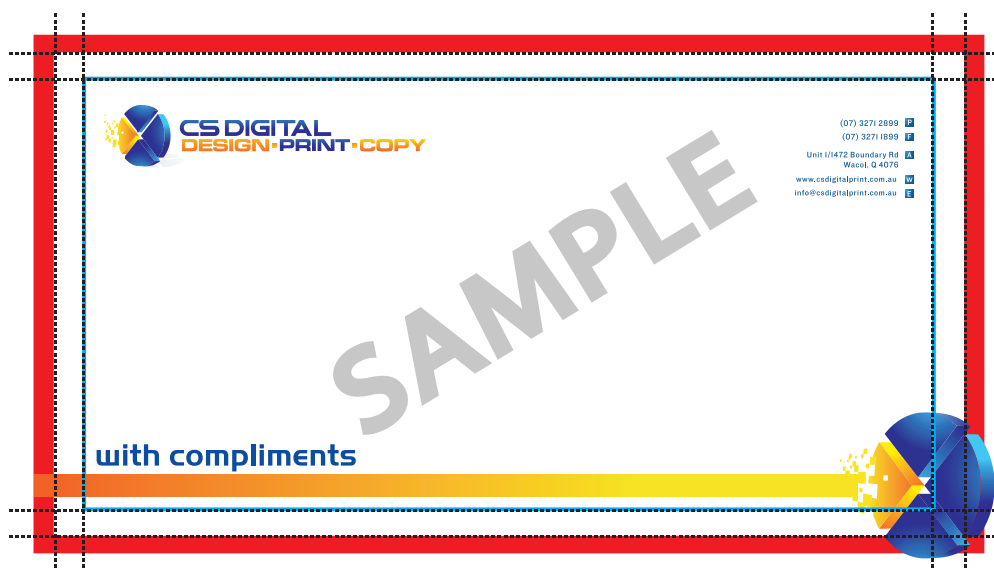
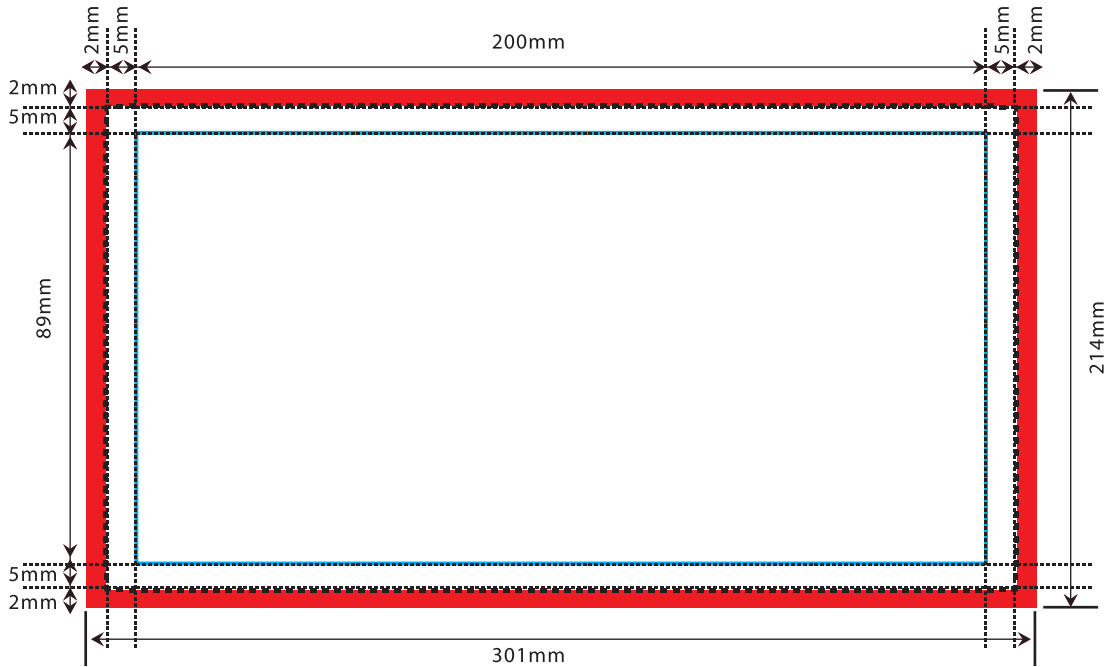
With Bleed

PDF Page Size: 103 x 214 mm

Finished Size: 99 x 210 mm

KEY

-  Full Bleed
-  Trim
-  Safe Margin
-  Bleed Area







PLEASE NOTE:

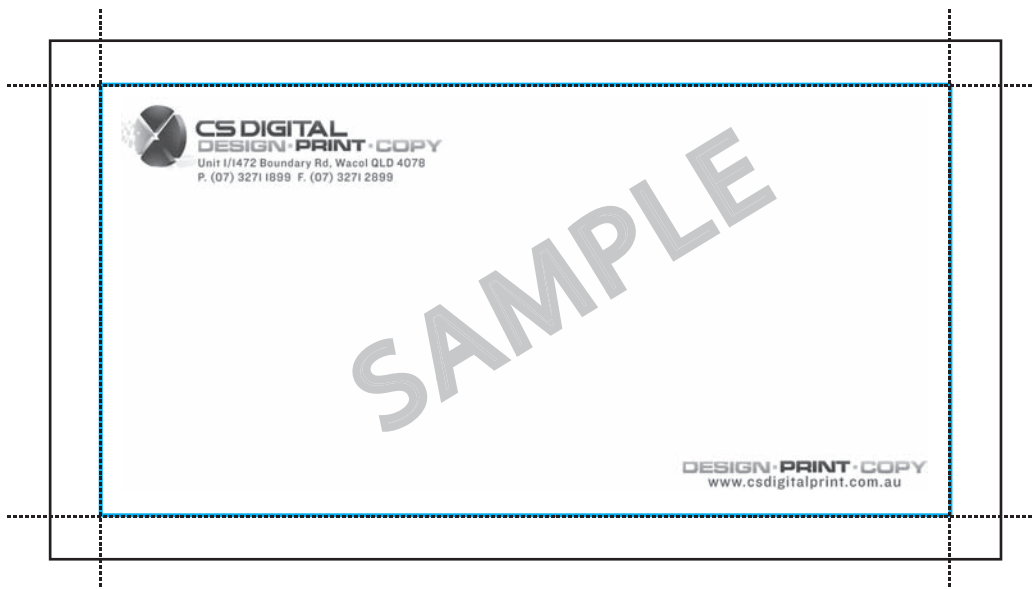
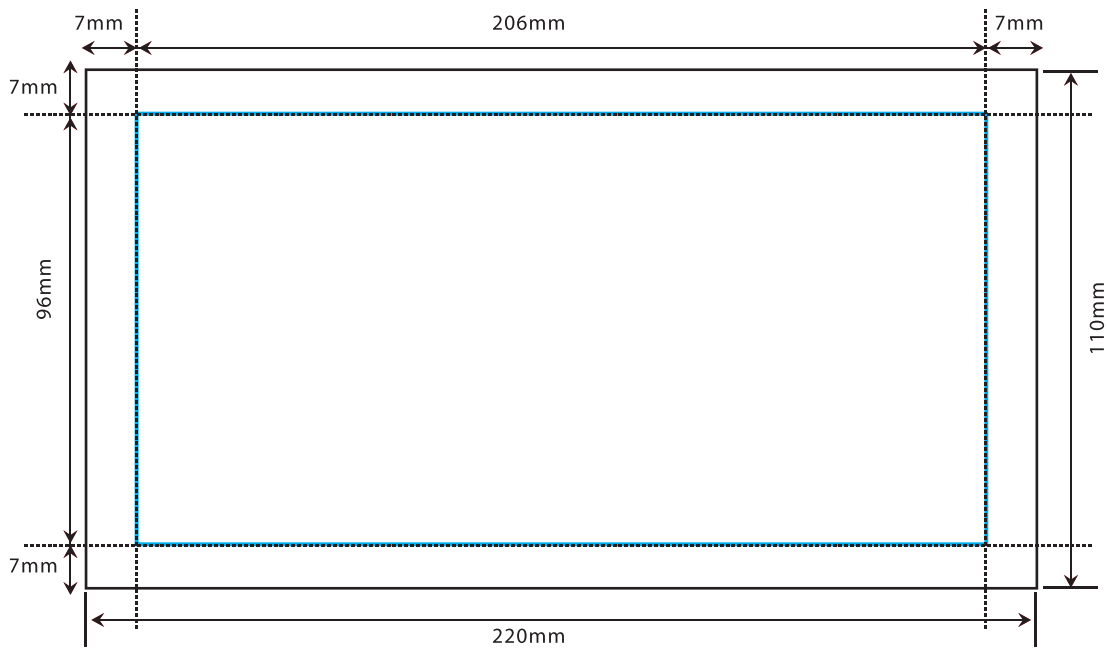
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Please note that we CANNOT print to the edge of the envelope.
 Allow at least 7mm safe zone for text and images from the edge of the envelope.

Envelope Size
 PDF Page Size: 110 x 220 mm

KEY	
	Full Bleed
	Trim
	Safe Margin
	Bleed Area



PLEASE NOTE:

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- Trim marks are not required.



A5 Invoice Books Portrait

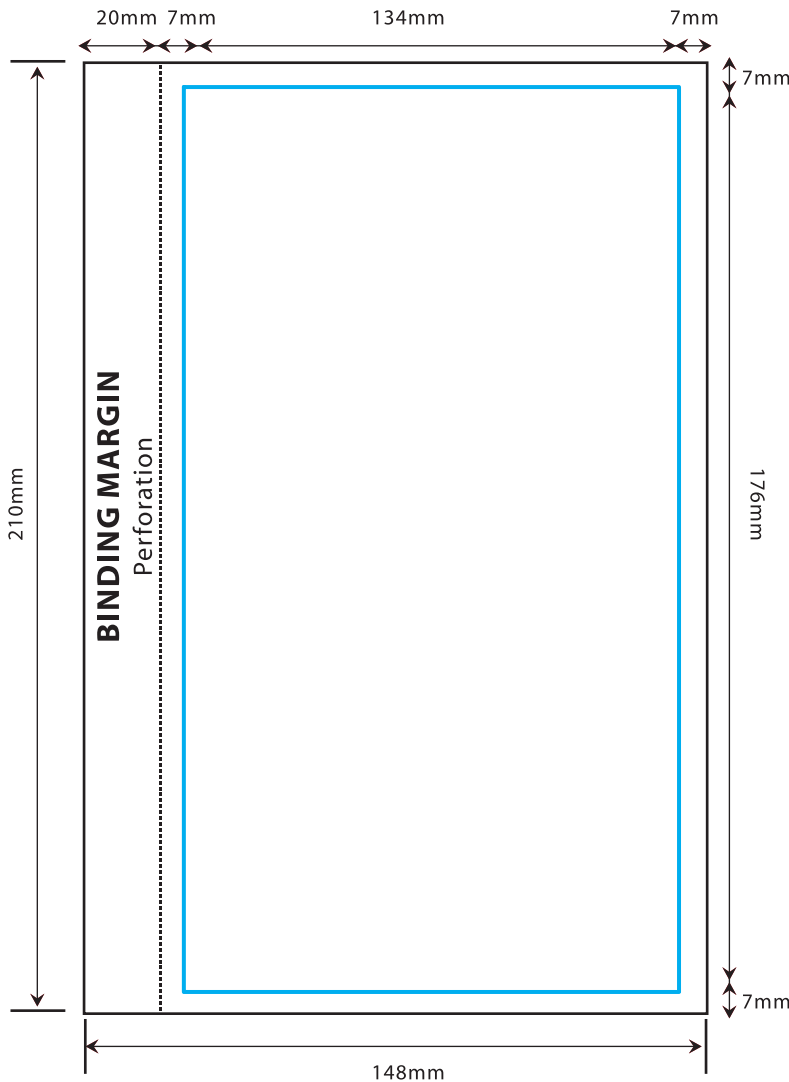
Please allow 20mm binding margin on the left side of the document.
Allow at least 7mm safe zone for text and images from the edge of the book.

KEY

A5 Invoice Book Size
PDF Page Size: 148 x 210 mm

----- Perforation
——— Safe Margin

Invoice Books available in duplicate or triplicate



The diagram shows a sample A5 invoice form layout. The form is oriented vertically and includes the following sections:

- Header:** CS DIGITAL DESIGN-PRINT-COPY logo, A.B.N. 73 107 444 520, and TAX INVOICE No. Date:
- Company Information:** Company: Ordered By: Address: Phone:
- Table:** A table with columns for QTY, DESCRIPTION, AMOUNT GST Ex, and AMOUNT GST Inc. The table is currently empty and has a large 'SAMPLE' watermark overlaid on it.
- Footer:** WESTWAY INDUSTRIAL PARK, Unit 1/1472 Boundary Road, WACOL Qld 4078, P: 3271 1899 F: 3271 2899, E: info@csdigitalprint.com.au, www.csdigitalprint.com.au. A summary table shows TOTAL \$, G.S.T \$, and BAL DUE \$.

PLEASE NOTE:

- All text should be a minimum 7mm inside the cut line on each side, represented by the **blue** safety box.
- No bleed necessary.
- Trim marks are not required.



A5 Invoice Books

Landscape

Please allow 20mm binding margin on the left side of the document.
Allow at least 7mm safe zone for text and images from the edge of the book.

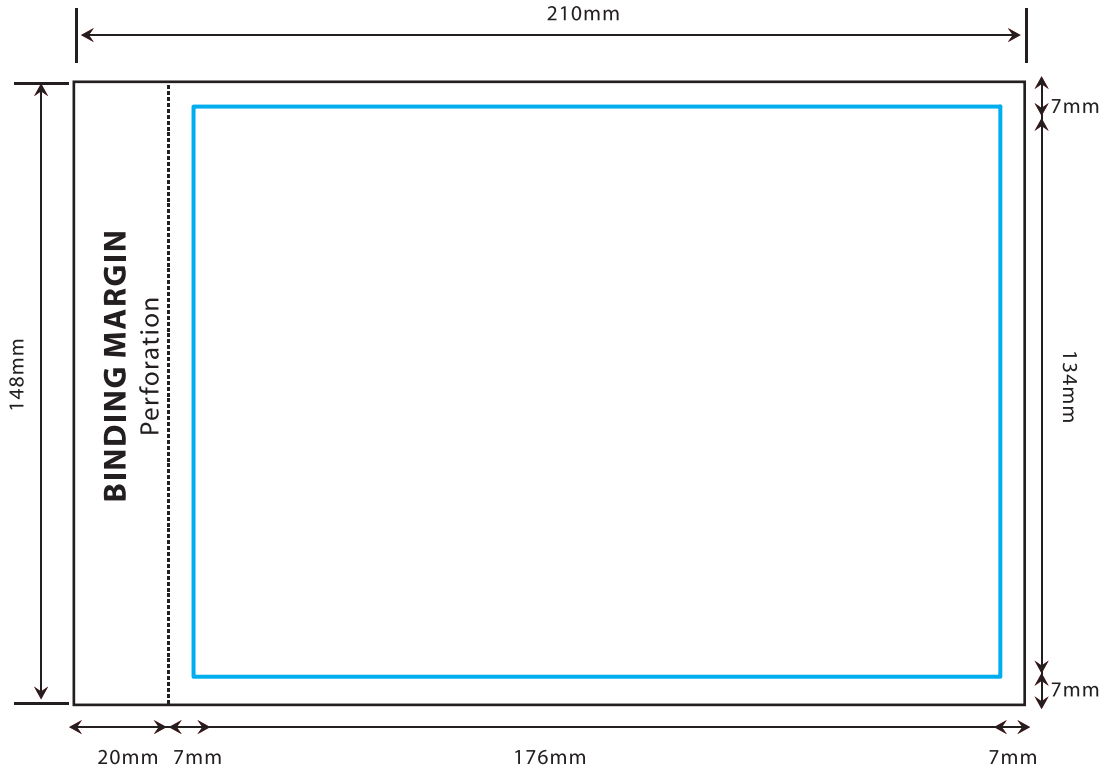
A5 Invoice Book Size

PDF Page Size: 148 x 210 mm

Invoice Books available in duplicate or triplicate

KEY

- Perforation
- Safe Margin



PLANT OPERATOR'S DAILY AND WEEKLY INSPECTIONS

Plant No. _____ Description _____ Week Commencing Fri ____ / ____ / ____

DAILY		FRI	MON	TUE	WED	THUR
Check	Filter Caps					
	Engine Coolant Level					
	Engine Oil Level					
	Transmission Oil					
	Hydraulic Oil					
	Vandalism					
	Air, Oil & Water Leaks					
	Gauges are Working					
	Brake Operation					
	Park Brake					
	Ground Engaging Tools					
	Fuel Leaks					
	Teeth & Adaptors					
	Tyres - Condition					
Drain	Air Tanks					
Lube	As Per Maker's Recommendation					
OPERATORS INITIALS						
Odometer Reading or Hour Meter						
Repairs Required: _____						

WEEKLY	
Check	Air Filter - Pre-cleaner
	Battery Water
	Tyre Pressures
	Fan Belts
	Power Steering Oil
	Steering
	Brake Fluid
	All Lights for Operation
	All Pins & Bushes
	Chassie
	Horn Seat Belts
	Glass / Mirrors
	Windscreen Wipers
	Latches / Locks
	Panel Damage
	Transmission
	Hydraulic Oil
	Break-Away Brakes
	Wheel Nuts
	Tailgate Fitment

SERVICE DETAILS		
Filters Used	DATE	KLM
Oil Changed	DATE	KLM



CS DIGITAL DESIGN·PRINT·COPY

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P. (07) 3271 1899 F. (07) 3271 2899

A4 Invoice Books Portrait

Please allow 20mm binding margin on the left side of the document.

Allow at least 7mm safe zone for text and images from the edge of the book.

KEY

- Perforation
- Safe Margin

A4 Invoice Book Size

PDF Page Size: 210 x 297 mm

Invoice Books available in duplicate or triplicate

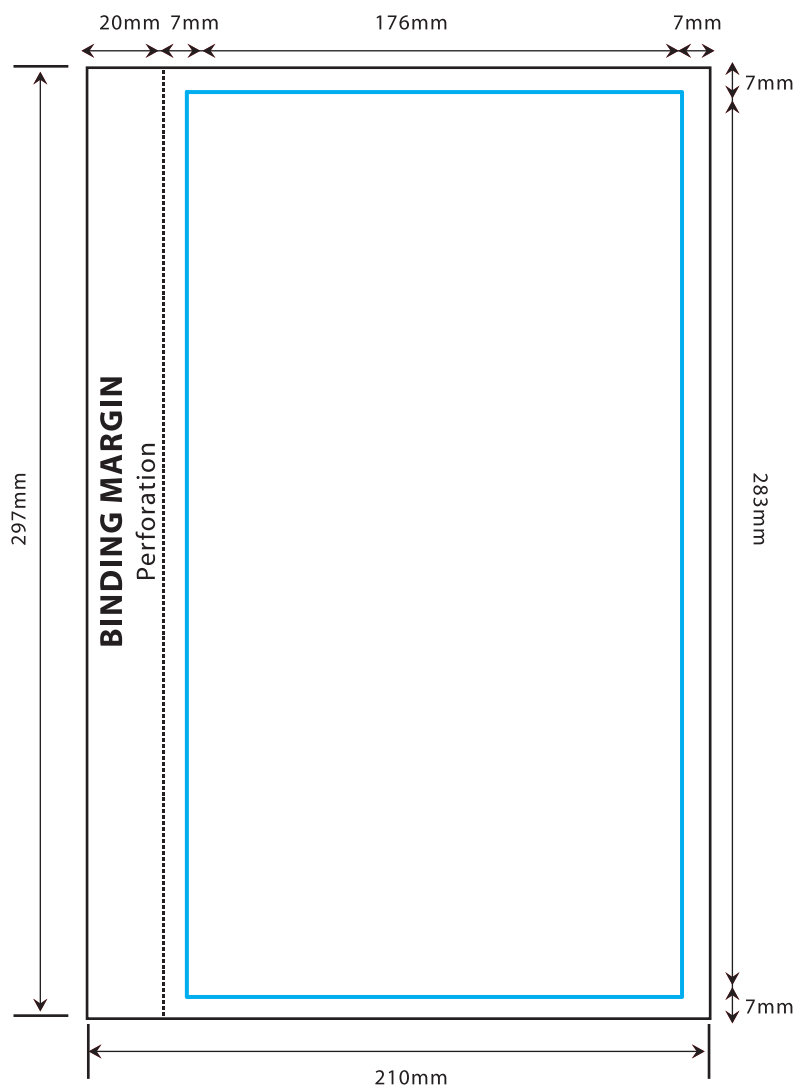


Diagram illustrating the layout of the A4 Invoice Book page:

- Overall width: 210mm
- Overall height: 297mm
- Binding margin (left): 20mm
- Safe margin (left): 7mm
- Inner width: 176mm
- Inner height: 283mm
- Perforation line is located 7mm from the left edge.

The layout includes:

- Company logo and name: CS DIGITAL DESIGN·PRINT·COPY, A.B.N. 73 107 444 520
- Tax Invoice header with fields for No. and Date.
- Form fields for Company, Address, Phone, and Ordered By.
- Table with columns: QTY, DESCRIPTION, AMOUNT GST Ex, AMOUNT GST Inc.
- Summary table with rows: TOTAL, G.S.T, BAL DUE.
- Contact information: WESTWAY INDUSTRIAL PARK, Unit 1/1472 Boundary Road, WACOL Qld 4076, P: 3271 1899, F: 3271 2899, E: info@csdigitalprint.com.au, www.csdigitalprint.com.au
- Footer: Thank You for Your Business!

PLEASE NOTE:

- All text should be a minimum 7mm inside the cut line on each side, represented by the blue safety box.
- No bleed necessary.
- Trim marks are not required.



A4 Invoice Books

Landscape

Please allow 20mm binding margin on the left side of the document.
Allow at least 7mm safe zone for text and images from the edge of the book.

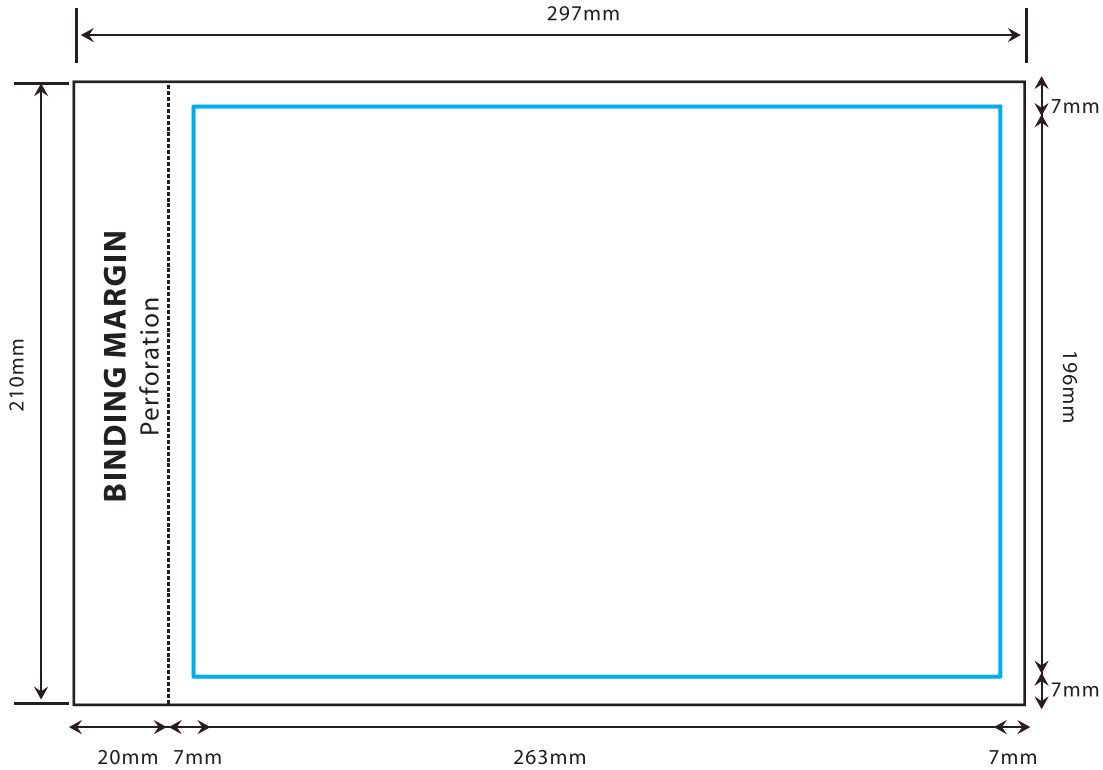
KEY

- Perforation
- Safe Margin

A4 Invoice Book Size

PDF Page Size: 210 x 297 mm

Invoice Books available in duplicate or triplicate



PLANT OPERATOR'S DAILY AND WEEKLY INSPECTIONS

Plant No. Description

Week Commencing Fri / /

		FRI	MON	TUE	WED	THUR
Check	DAILY	Date				
	Filter Caps					
	Engine Coolant Level					
	Engine Oil Level					
	Transmission Oil					
	Hydraulic Oil					
	Vandalism					
	Air, Oil & Water Leaks					
	Gauges are Working					
	Brake Operation					
	Park Brake					
	Ground Engaging Tools					
	Fuel Leaks					
	Teeth & Adaptors					
	Tyres - Condition					
Drain	Air Tanks					
Lube	As Per Maker's Recommendation					
OPERATORS INITIALS						
Odometer Reading or Hour Meter						
Repairs Required:						

		DATE	KLM
Check	WEEKLY		
	Air Filter - Pre-cleaner		
	Battery Water		
	Tyre Pressures		
	Fan Belts		
	Power Steering Oil		
	Steering		
	Brake Fluid		
	All Lights for Operation		
	All Pins & Bushes		
Chassie			
Horn Seat Belts			
Glass / Mirrors			
Windscreen Wipers			
Latches / Locks			
Panel Damage			
Transmission			
Hydraulic Oil			
Break-Away Brakes			
Wheel Nuts			
Tailgate Fitment			

SERVICE DETAILS			
Filters Used	DATE	KLM	
Oil Changed	DATE	KLM	



Tri-fold A4 Brochure Fold to DL

Without Bleed

PDF Page Size: 210 x 297 mm

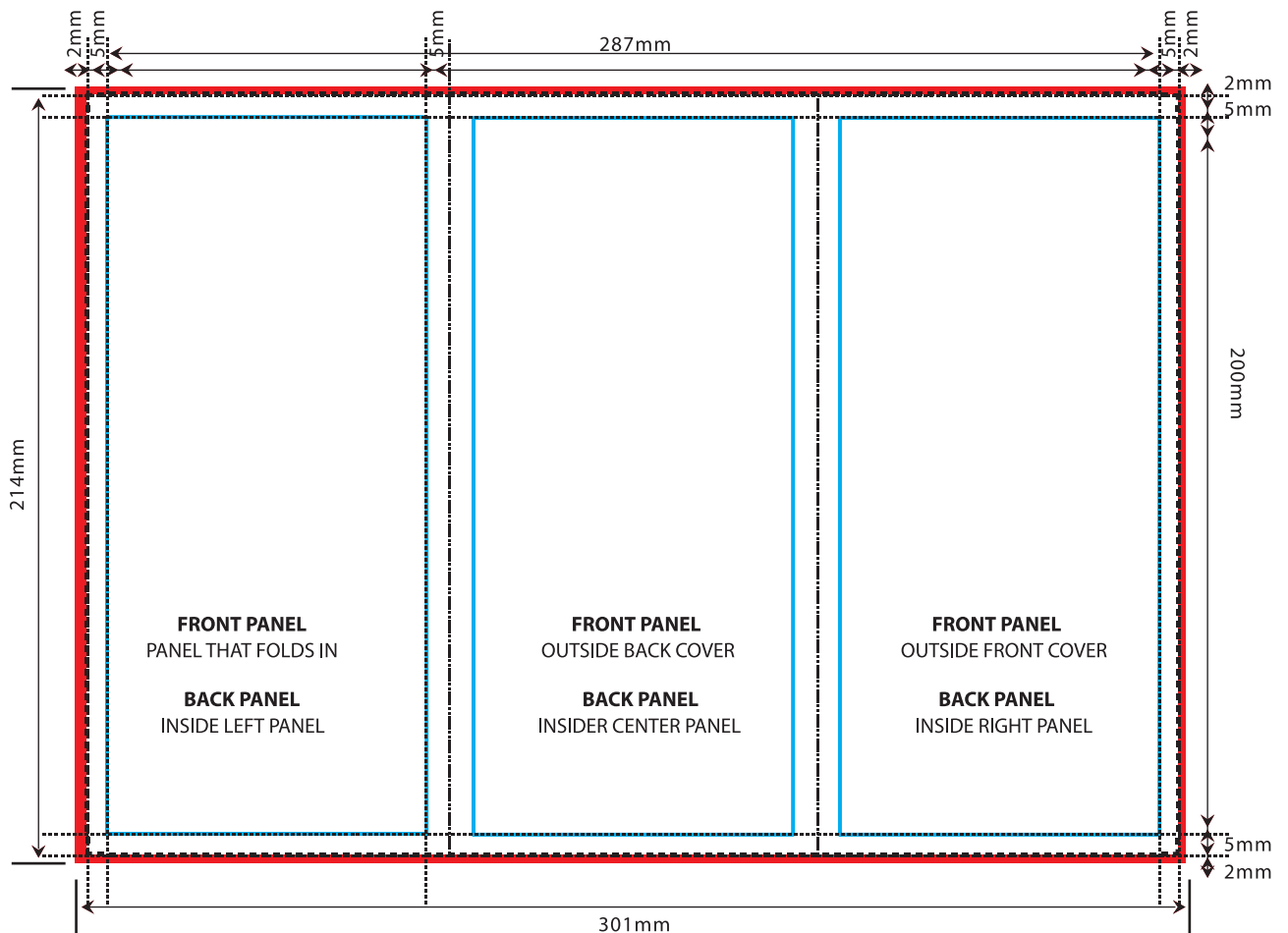
With Bleed

PDF Page Size: 214 x 301 mm

Finished Size: 210 x 297 mm

KEY

- Full Bleed
- - - - - Trim
- Safe Margin
- Bleed Area
- · - · - Score



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CS DIGITAL DESIGN·PRINT·COPY

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Tri-fold A4 Brochure Fold to DL

why choose us?

Quality
CS Digital Print is a leading provider of digital design and print solutions in the South-East Queensland area. Renowned for our attention to detail and unrivalled quality, when coupled with over 20 years of experience in the printing industry, CS Digital Print has the ability to exceed all of your expectations. Quite simply, the team at CS Digital Print have seen it all.

Fast, Flexible Solutions
Whether your needs are local or worldwide, urgent or flexible, we have a complete production facility which is able to bring to fruition all of your print needs. Be sure to compare your needs to our list of services. Even better, get in contact with us to discover what we can do for your business. We are more than happy to spend time with you explaining the benefits of developing a rewarding relationship with a leading print services provider.



contact us

Phone : (07) 3271 1899
Fax: (07) 3271 2899

Address: Unit 1/1471 Boundary Road
WACOL, Q 4076

URL: www.csdigital.com.au
Email: info@csdigital.com.au





98mm
FRONT PANEL
PANEL THAT FOLDS IN

99mm
FRONT PANEL
OUTSIDE BACK COVER

100mm
FRONT PANEL
OUTSIDE FRONT COVER

BACK PANEL
INSIDE LEFT PANEL
100mm

BACK PANEL
INSIDE CENTER PANEL
99mm

BACK PANEL
INSIDE RIGHT PANEL
98mm

**CS DIGITAL
DESIGN·PRINT·COPY**

We'll take care of all your business needs!

- Business Cards
- Letterheads
- Stationery
- DL Fliers
- A5 Flyers
- A4 Colour Print
- Colour Brochures
- Presentation Folders
- Full Colour Booklets
- Die-cut
- Marketing Material
- Promotional Stickers
- Large Format Printing
- Posters & Banners
- Canvas Printing
- Work Plans

www.csdigital.com.au



printing services

Say It In Colour

Colour is fast becoming the quintessential way to communicate your corporate message. Colour has the ability to create moods, represent feelings and portray a message more clearly.

We can advise you on the right stock, layout and finishing options that are suitable for the type of job you have.

Black & White Printing

Black and white need not be dull.

Using the latest in Xerox Digital technology, we are able to produce black and white prints with razor sharp quality on the whitest of papers. Even the most basic of jobs can be jazzed up with the use of tab dividers, labels and coloured pages, all while maintaining the cost-effectiveness of digital black and white printing.

promotional material

Promoting your business has never been so easy. We produce a wide variety of marketing material that will get your business noticed and give you more time to focus on growing your business. Some examples of promotional material include:

- Brochures
- Leaflets
- Flyers
- Menus
- Stickers
- Die Cut Material
- Presentation Folders

Don't forget, our graphic design department can assist you in developing promotional material with that extra "wow" factor.



Without Bleed





PDF Page Size: 99 x 210 mm

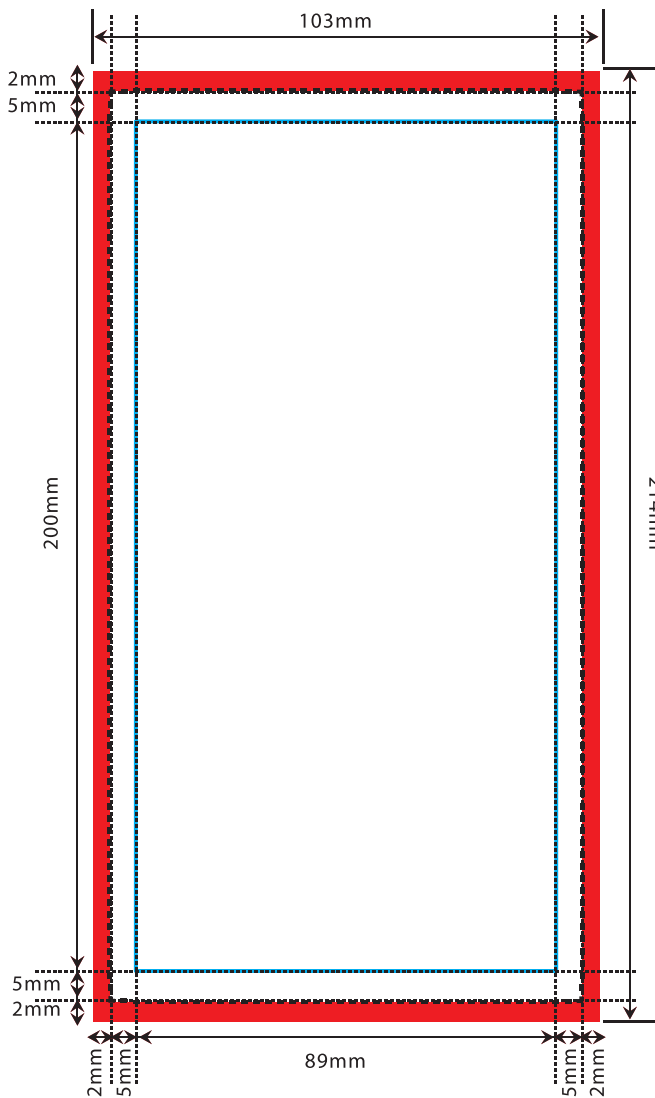
With Bleed

PDF Page Size: 103 x 214 mm

Finished Size: 99 x 210 mm

KEY

-  Full Bleed
-  Trim
-  Safe Margin
-  Bleed Area



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Without Bleed





PDF Page Size: 99 x 210 mm

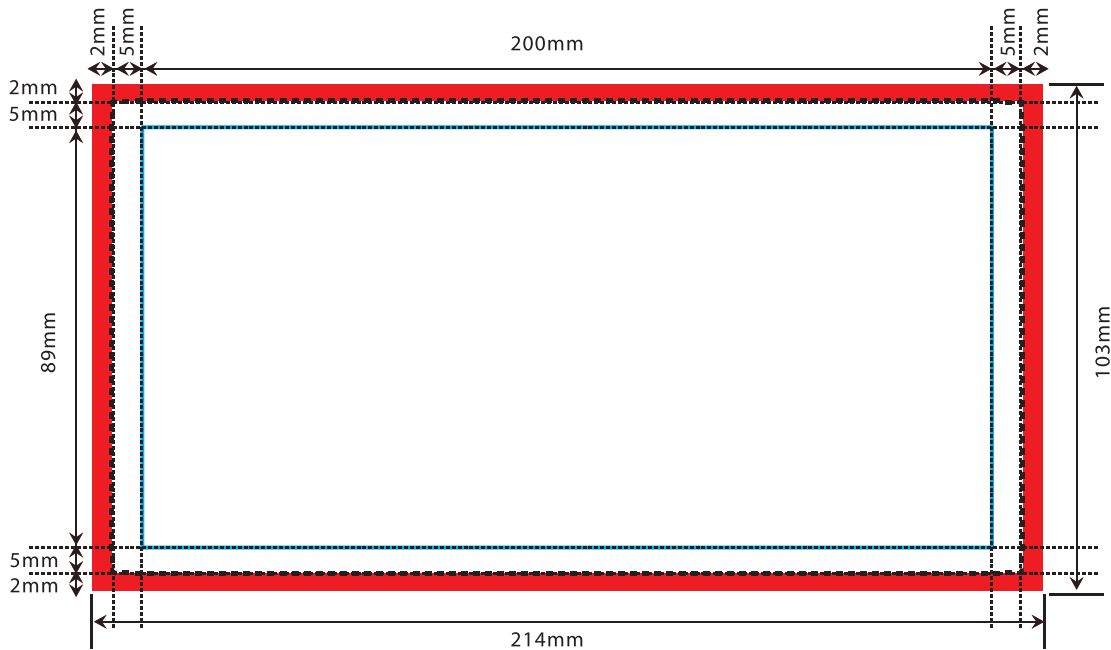
With Bleed

PDF Page Size: 103 x 214 mm

Finished Size: 99 x 210 mm

KEY

-  Full Bleed
-  Trim
-  Safe Margin
-  Bleed Area



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CS DIGITAL DESIGN·PRINT·COPY

Unit 1/1472 Boundary Rd, Wacol QLD 4078
P. (07) 3271 1899 F. (07) 3271 2899

Large Format Prints

A5

Finished Size: 148.5 x 210 mm
Bleed Size: 152.5 x 214 mm

A2

Finished Size: 420 x 594 mm
Bleed Size: 424 x 598 mm

A4

Finished Size: 210 x 297 mm
Bleed Size: 214 x 301 mm

A1

Finished Size: 594 x 841 mm
Bleed Size: 598 x 845 mm

A3

Finished Size: 297 x 420 mm
Bleed Size: 301 x 424 mm

A0

Finished Size: 841 x 1189 mm
Bleed Size: 845 x 1193 mm



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KEY

- Full Bleed
- Trim
- Safe Margin
- Bleed Area