



VOL - 01

Coleman Group Specification Guidelines

Format

Coleman Group supports Illustrator, Photoshop, Canva & Figma file formats only.

This includes: .eps, .ai, .pdf, .tif, .jpeg & .psd



Photoshop



Illustrator



Figma



Canva

INDESIGN FILES WILL NOT BE ACCEPTED

Typography Guide

Please ensure all fonts are converted to outlines. In Adobe Illustrator and Adobe Indesign this is achieved by selecting all (⌘A) then selecting TYPE/CREATE OUTLINES (⌘⇧O).

NOT OUTLINED

ABC

**ABCDEFGHIJKLMNO
PQRSTUVWXYZ
0123456789@#%!**

OUTLINED

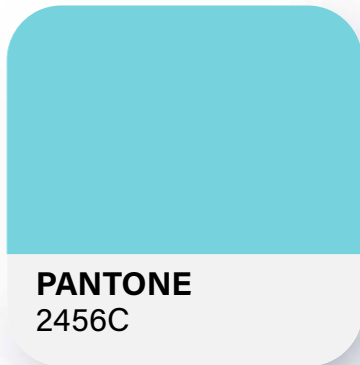
ABC

**ABCDEFGHIJKLMNO
PQRSTUVWXYZ
0123456789@#%!**

This will ensure that your text is printed in the way that it was designed. Files provided without fonts outlined risk font substitution or text re-flow and will be rejected at the prepress stage.

Colour Management

Coleman Group uses colour-managed workflows to achieve consistent and repeatable print results.



For the most accurate results:

- Supply artwork in **CMYK** colour mode where possible.
- **Pantone® PMS** references should be supplied when colour matching is critical. This is critical!
- Colour appearance may vary between substrates and print technologies.
- Exact colour matching cannot be guaranteed without approved Pantone references or a signed colour proof.

Resolution Guide

Large format digital printing requires a much lower resolution than offset printing. Ensure all images are either embedded in the file, or provided with the artwork files.

All files should be provided at either 100% or 10% of its output size.



Recommended Resolution Guide

Under 1 metre viewing distance	150DPI
1 - 3 metre viewing distance	100DPI
Over 3 metre viewing distance	70DPI

All linked images must be embedded or supplied separately.

The resolution for any image need not be provided over **150DPI** at final output size (**1500DPI at 10% of output size**). For items with a viewing distance of over **1.5m** this could be further reduced. Images exceeding required resolution may be optimised by our prepress team.

Rigid Board

(Foamex, Corflute, ACM, PVC)

For rigid board please provide **20mm bleed** on all sides. Within the artwork area you should leave an area clear of any key text or logos of at least 5mm.

Bleed: 20mm all sides

Safe area: 5mm minimum

Column/Pillar Wrap

(PVC, Fabric)

Column wraps require additional artwork to allow for overlap, alignment and installation tolerances. Artwork width should include an additional 50mm overlap beyond the column circumference.

Column Diameter = 1000mm

Circumference = Diameter × 3.1416

1000mm × 3.1416 = 3142mm

Required Artwork Width = 3192mm

Safe Area: 50mm from all edges and panel joins.

Self-Adhesive Vinyl (SAV)

(High tac, Digiflor, low Tac)

Avoid placing critical text or logos near edges, joins or panel overlaps. For large or complex installations, please confirm final dimensions with Coleman Group prior to production.

Bleed: 50mm all sides

Safe area: 20mm minimum

Fabric

(FABframe®, FABlack®, FABgrey, Mesh,)

Fabric in particular is prone to shrinking and stretching throughout the printing and finishing processes.

Under 3 meters output size in either direction

Please provide bleed of at least 100mm on all sides and a safe area of 50mm.

Over 3 meters output size in either direction

Please provide bleed of at least 200mm on all sides and a safe area of 100mm.

PVC Banner

(PVC, Mesh)

For banners please provide 100mm bleed to all edges. For banners requiring pockets, a safe area of 200mm should be observed on the sides where the pockets are to be sewn. For other sides a safe area of 20mm is sufficient

Bleed: 100mm all sides

Safe area: 200mm minimum

Any files provided with an insufficient amount of bleed will require intervention from our Prepress Team which may alter the final look of your printed piece and incur extra charges



File Delivery

All artwork setup files can be supplied through the following cloud transfer channels



Google Drive



WeTransfer



Hightail



Dropbox

SEND ARTWORK TO

artwork@colemangroup.com.au

Please include the following

- Job reference No
- Finished size
- Quantity required
- Installation requirements (if applicable)
- Required delivery date

PDF Export Settings



Recommended PDF settings:

- PDF/X-4
- Fonts outlined or embedded
- Images embedded
- No password protection
- Bleed included
- Crop marks optional

If crop marks are supplied, they must sit outside the bleed area.

My artwork is too large for Illustrator.

Create the artwork at 10% scale and clearly indicate the final output dimensions.

How do I embed images?

Illustrator:
Window → Links → Embed Image
PDF files automatically embed images when exported correctly.

Can you guarantee colour accuracy?

Colour accuracy cannot be guaranteed without Pantone PMS references or an approved colour proof.

Coleman Group uses colour-managed workflows to minimise variation across substrates and print processes.

I work in InDesign.

Export a print-ready PDF with:

- Fonts outlined or embedded
- Images embedded
- Correct bleed included

What is a Pantone PMS Colour?

A Pantone PMS Colour is a standardised colour reference from the Pantone Matching System used to ensure colour consistency.

I don't have enough bleed.

Bleed is essential for accurate trimming and finishing.
Please update artwork before submission wherever possible.

Do you require crop marks?

No.

If supplied, crop marks must sit outside the bleed area.

My software only allows 25mm bleed.

Create artwork at 10% scale. This allows larger proportional bleed areas while remaining within software limitations.

Need Assistance?

Our team is here to help with design specifications, artwork guidelines, template creation, and file setup requirements.

Feel free to contact us for expert advice and support to ensure your artwork is prepared correctly and ready for production.

Contact Us

Sydney

Unit 7/2-4 Dunlop St, Strathfield South NSW 2136

Melbourne

9/36 Sabre Drive, Port Melbourne VIC 3207

Email: artwork@colemangroup.com.au

Phone: (02) 9784 9222

Website: colemangroup.com.au

