

File Prep Guide

This information will assist you in preparing files and ensure your order is processed quickly and accurately. Please ensure that your files meet these requirements.

- File prepared using supported application.
- All current applications supported MAC or PC.
- Layout is to correct size.
- Correct bleed of 1/8" has been added (if required) all four sides.
- All MAC or PC fonts have been included.
- Quark "styles" have NOT been used to bold or italicize text.
- All support files (images & graphics) have been included separately (not embedded).
- Image resolution is 300 dpi or more.
- Colors: All colors converted to CMYK or gray scale (no RGB).

Note: Please size and rotate images in the creator application.

To ensure we can work with your file, please consult the following technical specifications. If your file does not conform to the above specifications, please make the necessary adjustments to your file. Alternatively, consult with us and we can make the changes for you.

Tips for Better Results:

Add a 1/8" bleed to your document size. For example: A document for a 4" x 6" postcard should be sized as 4-1/4" x 6-1/4" (4.25" x 6.25") to account for bleed on all four sides. Make sure you keep your "live" area 1/8" (.125") in from the trim size.

Please do not embed EPS files in other EPS files (for example: do not place a Photoshop EPS in Illustrator and place combined files in to QuarkXPress. Instead, combines the two files in QuarkXPress.

If you are using QuarkXpress or InDesign, do not reduce or enlarge TIFF or EPS files more than 125% or less than 75%. Color TIFF picture boxes with a white background. We also recommend rotating images in the original creator program rather than in Quark, as this can significantly increase ripping time.

Note: To reduce the risk of file corruption during transfer, we recommend you stuff or zip your file.

Important Notes about Color: ● ● ● ●

Your color files MUST be in CMYK process color. Do not use RGB, Pantone or other color systems, as the colors can shift quite dramatically and you will not get the results you were expecting. Please ensure your files do not contain embedded color profiles. Embedded profiles are discarded prior to printing and can dramatically alter color results.



Send Us Your Files On:

- DVD
- CD-ROM
- E-mail (5MB)
- FTP (preferred)

Supply ALL Files Needed to Print Your Documents:

- Appropriate printer and screen fonts
- All supporting graphic files separately
- Always include a hard copy, JPEG or PDF of your document for viewing.
- DO NOT embed images files or fonts.

If Making Print Ready PDF:

Please consult your Project Manager for our recommended PDF settings.



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