



## FILE SUBMISSION GUIDELINES

### STANDARD FORMATTING REQUIREMENTS

#### Document

- Create your document to the exact size it will print.
- Bleeds must extend a minimum of 1/8" past the trim.
- Please allow an 1/4" margin from the trim for text and images.

#### Images

- All images should have a minimum resolution of 300 dpi at 100%. Do not use LZW compression.
- All images should be converted to CMYK.
- All image files should be TIF, JPG or EPS. PICT and GIF files are low-resolution web files not suitable for printing.
- Do not copy and paste images from a program into a page layout program. Import or place the image through the page layout program.
- Make sure the file extensions remain intact on all files. If they are changed or omitted, they are unrecognizable when transferred.

#### Colors

- All art files should be converted to CMYK. We cannot guarantee color consistency for files that must be converted from Index, LAB or RGB color spaces to CMYK.
- If the file is to print using spot colors, be sure all art is created using the spot colors to be printed. Any colors not converted to spot colors could incur additional prepress charges if we must convert them.
- Remove any unused colors from the color menus in the page layout program.
- If the file is to print 4-color, convert any spot colors to CMYK before submitting the file.

#### Fonts

- Use only postscript, open type and true type fonts.
- Do not stylize fonts in page layout programs. If bold italicized type is desired, use the bold italic version of the font, not the font+bold+italic in a page layout program.
- Avoid system fonts.
- Be sure to supply the fonts for any artwork used in your document if they are not converted to outlines in the artwork.
- Light weight fonts smaller than 6 pt will not print well if they are a color that is not a solid spot or process color (100% of one color only, i.e. 100% black or 100% of a PMS color).

#### Trapping

- Please do not apply trapping to submitted files.

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**To ensure files are output as intended, all jobs must be accompanied by a hard copy printout, mock-up or PDF. This printout or PDF should be clearly marked for size and color.**

#### PDF submission

- [Click here](#) to download our InDesign PDF Presets file.
- See the Resources section of our website for settings to create a print-ready PDF from Quark.
- We cannot guarantee that a PDF will process correctly if these settings are not used.
- Please submit PDF files as single pages. Do not submit printer or reader spreads.

#### Native file submission

- When submitting native application files, please provide the native application file and all supporting image files and fonts used. Missing elements could delay the job.
- Zip or stuff the document, all fonts and images used before submitting via e-mail or FTP. There is a higher risk of file corruption when files are not compressed before transfer. Corrupted elements could delay the job.

#### Accepted File Formats

- .pdf - Press-ready (Includes bleeds with all fonts embedded)
- .qxp - QuarkXpress 4.x-10.x
- .indd - Adobe InDesign 2.x-CC
- .ai - Adobe Illustrator 8.x-CC
- .psd - Adobe Photoshop 5.5-CC

#### File Delivery Methods

- Media (CD/DVD, USB flash drives)
- FTP (Compressed and placed in a job-specific folder)
- Email (Files less than 10MB)

#### Creating PDF Files in Adobe Acrobat Distiller

- Create a .ps file from your application. Be sure to set the color space to CMYK or CMYK plus spot colors for PMS color jobs, embed all fonts, and include 1/8" (.125") bleed. Also include crop marks that are offset 1/8" from your document.
  - In the Distiller, set the Default settings pull down menu to PDF/X-3:2002 from the settings pulldown. Then drop your .ps file into the Distiller. This will produce a press-ready PDF.

