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File Setup Guidelines

Overview: Supply only the final versions of files that we will need to output your job. Do not give us any copies of older versions of files or any files for other projects.

Media Accepted: CD-R or DVD-R *Please keep a backup copy of your job. We will not be responsible for lost or damaged media.*

Supported Applications: Indesign, QuarkXpress, Photoshop, Illustrator

Supported File Types:

- Native application files with links.
- PDF
- EPS, TIFF, JPG

Linked Images: If you supply native application files, then please supply all images linked to your document. Always link images (not copy and paste), and do not “embed” images in your document.

CMYK Color Mode: All color images must be in CMYK mode. We will not be responsible for color shifts of RGB images during the printing process. Images must be saved in either TIFF, EPS, or JPG format.

Resolution: Full color images should have a resolution of 300ppi. Bitmap (1-color) files such as logos and line work should be 600 ppi.

Fonts: Supply all the fonts used in your document, including fonts used in any linked EPS files. We highly recommend using Postscript fonts instead of TrueType fonts. Truetype fonts are not as reliable during the output process. If you are supplying Postscript fonts, then remember to copy both the screen and printer fonts.

Document Size: The document page size should be set to the final trim size of your printed piece. For example, if your single sheet is trimmed to 8.5” x 11”, then your document size should be set to 8.5” x 11”.

Bleeds: Leave 0.125” bleed for any image or color that bleeds off the edge of the page. Do not change the document size. Just drag the picture box over the edge of the document.

Rich Black: When you have a large area of solid black such as a background, set the color to the following percentages: 40%C, 30%M, 30%Y, 100%K. Never use this setting on small areas such as type. Never use 100% of all CMYK colors.

Live Area: Do not place any type closer than 0.125” to the edge of the page. This allowance will insure that your typesetting will not be trimmed off during finishing.

Borders: Borders around the outside of your artwork must be at least 0.25” wide. Borders smaller than 0.25”, may look crooked after trimming or binding.