HOW TO PREPARE PRINT-READY FILES

Our goal is to provide you with a pleasant printing experience, free of errors and with quick turnaround. Using the following information to prepare your files for output will ensure that your job will turn out the way you expect. This also helps avoid delays that can occur when file intervention is necessary, saving you both time and money.

SUPPORTED APPLICATIONS:

Adobe PDF Files • Adobe InDesign • Adobe Illustrator • Adobe Photoshop
Microsoft Office* • Microsoft Publisher*

*Programs not recommended for layout. If you are using them for layout, please provide a print-ready PDF for printing purposes.

SETTING UP FILES FOR SUCCESS

When creating a new document in Adobe InDesign, set your document size for the final size of the finished piece when flat (not folded or bound). Margins should be set to **at least** 1/8" (.125") to ensure that the image area isn't trimmed off inadvertently. Extend the bleed by 1/8" (.125") beyond the final size.
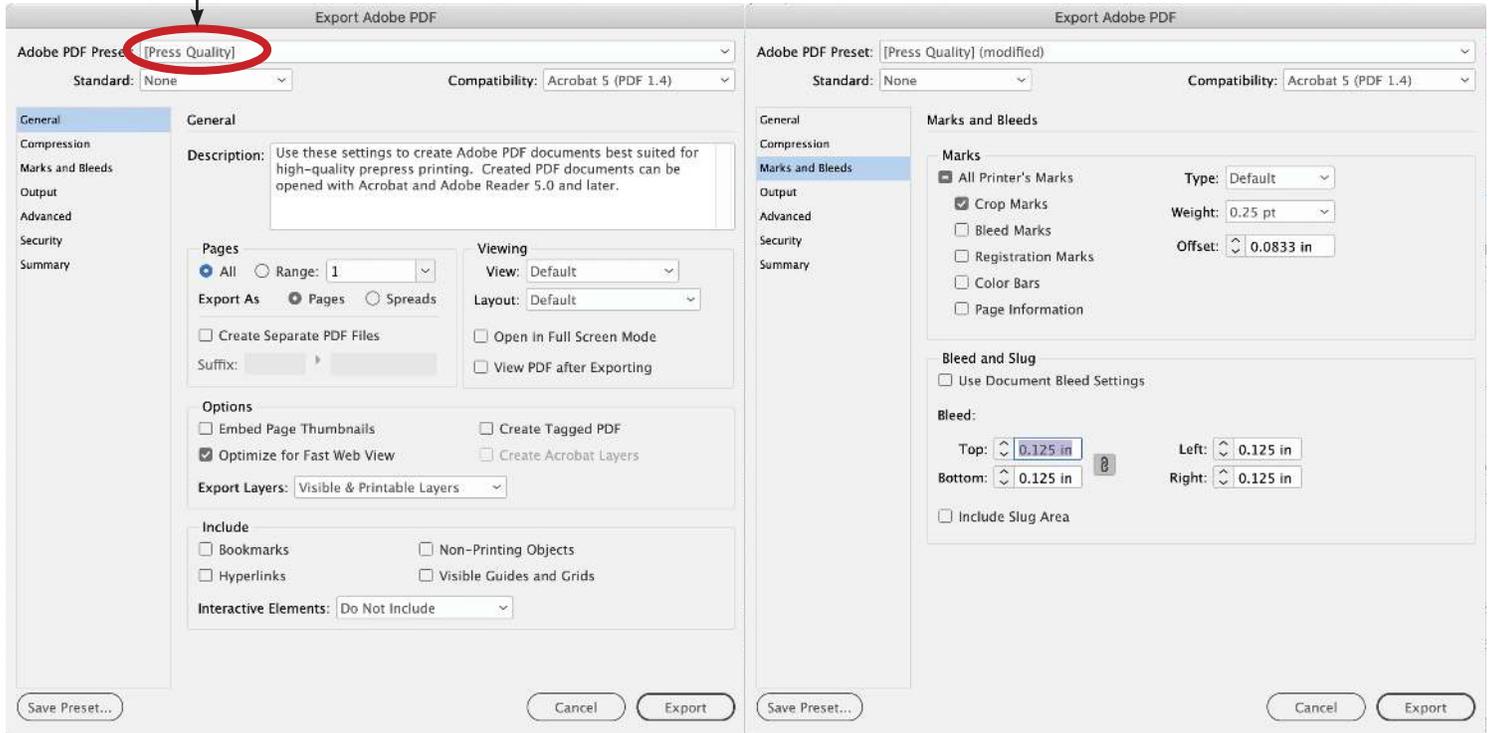
PLACED GRAPHICS

Convert RGB to CMYK before placing the image. A file in RGB mode does not display the same as it will print in CMYK. Preferred dpi for all image files is 300 dpi. Images in 72 dpi (as are most files downloaded from the web) can print poorly and can not be improved upon.
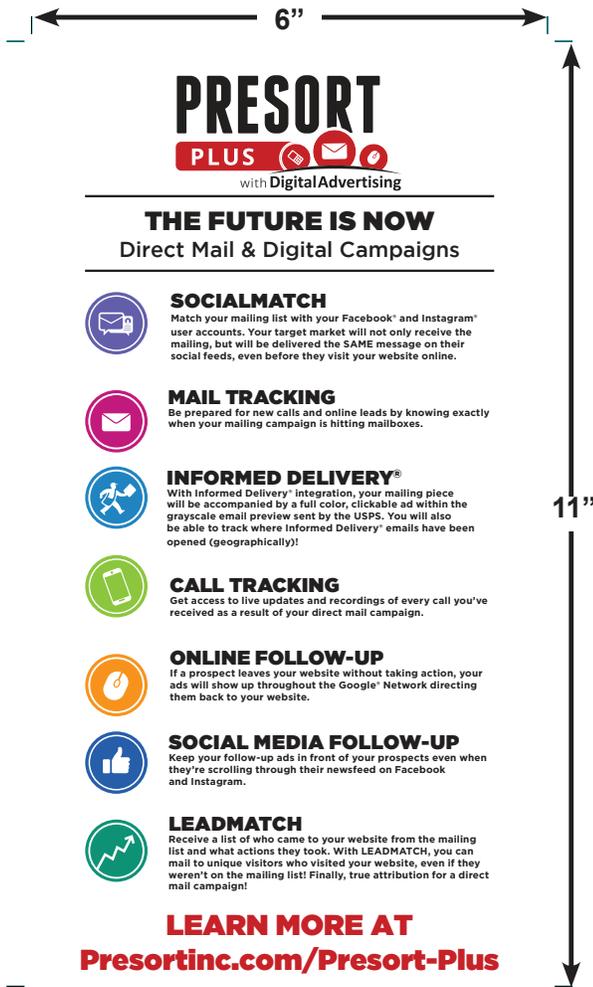
CREATING PRINT-READY PDF FILES

When exporting or printing to a PDF from InDesign, be sure to include a 1/8" (.125") bleed. A bleed is anything that extends beyond the finished size of the piece.
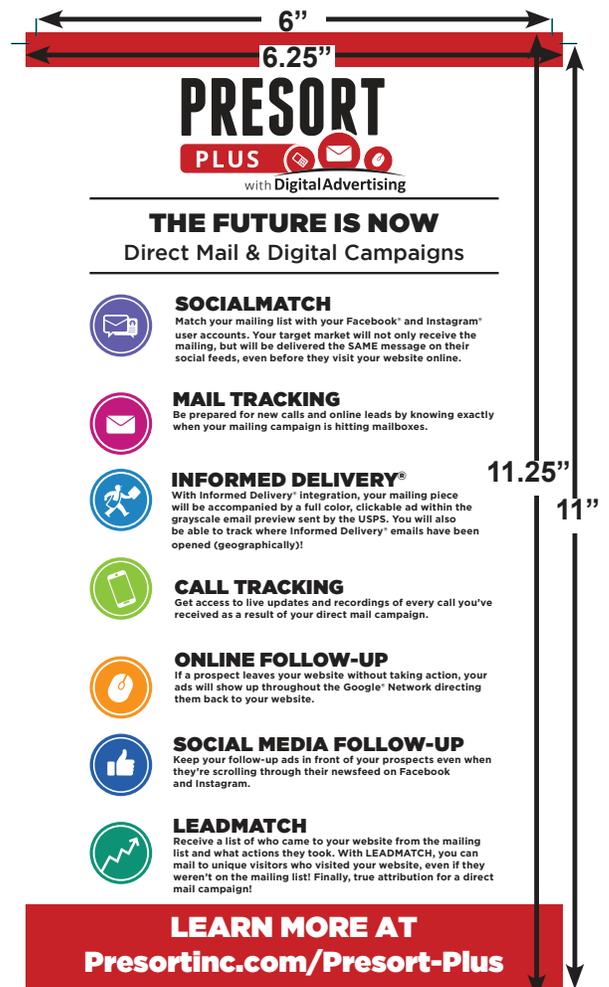
Preferred Settings For PDF Export From Indesign

PDF without Bleeds

Example of 6 x 11 document
WITHOUT BLEEDS

PDF with Bleeds

Example of 6 x 11 document
WITH BLEEDS

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