

HOW TO SEND US YOUR FILES FOR PRINTING



WHEN PRINTING MATTERS, WE DELIVER
SINCE 1984

THE BASICS:

PREFERRED FILE TYPES FROM PC & MAC

Microsoft Word
Microsoft Excel
Microsoft Publisher
Microsoft PowerPoint

Adobe InDesign CS5 or later (Packaged please...see tutorial)
Adobe Illustrator CS5 or later
Adobe Photoshop CS5 or later
High Resolution PDF* (we like this file the best!)

*Templates from Etsy, Canva, and other online services also accepted!

SETTING UP A FILE:



SAFE ZONE

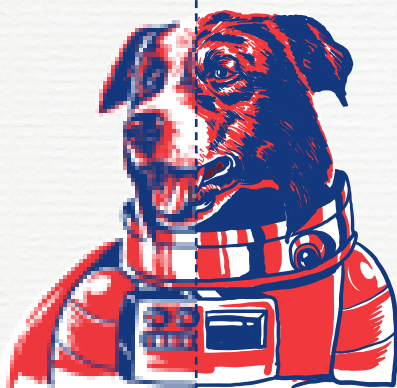
All elements and information should be kept within the safe zone. We recommend setting up artwork with a minimum of 5/16" margin. For business cards and small items, a 1/8" margin is acceptable.

TRIM LINE

Where the artwork will be cut down to the finished size.

BLEED ZONE

All images and backgrounds should be extended to at least 1/8" past the trim line. The bleed zone will be trimmed off.



72 DPI

Artwork/Images created in low resolution of 72 dpi will appear pixelated and jagged.

300 DPI

Artwork/Images created and printed at a high resolution of 300 dpi will print crisp and clear.

FONTS & LINKS:

Fonts used in files should be supplied in a separate folder marked "fonts". When sending an Illustrator or InDesign file, convert all type to outlines when possible.

If photos, logos, etc. are used, these should be supplied in a folder marked "links".

When working in Adobe InDesign, fonts and links can be automatically packaged. See Adobe InDesign's tutorial or contact us for help.

COLORS:



Please assign/specify spot colors, CMYK, grayscale, etc.