Ready to get started on a project? Whether you are already working with us or would like to include a file as part of a quote request, please follow these recommendations to help make your project go smoothly.

Accepted File Types
zip, indd, psd, doc, docx, xls, xlsx, ai, jpg, jpeg, png, gif, ppt, pptx, pdf, txt, rtf, csv, eps, pub

Color Mode and Image Resolution
All images and files should be submitted in CMYK or Pantone color mode. Recommended image resolution for offset and digital print is 300 dpi at final size. Recommended image resolution for wide format print is 150 dpi at final size.

Bleeds and Safe Areas
A bleed will allow objects, such as pictures, to go beyond the defined borders of a printed page. You can use it when you want to avoid white margins for certain objects in your publication.

File Formats, Prep and Misc.

Adobe Illustrator
Vector files in .ai, eps or .pdf, formats are recommended. For best results, submit files at final size with fonts converted to outlines. Embedded raster images should be in CMYK or Pantone color mode and 300 dpi at final size. For best results, convert fonts to outlines in vector images

PDF
Prepared for print in CMYK or Pantone mode with bleeds included

Adobe InDesign
Package for print provider or include all images and fonts

Photoshop
.psd file with layers and fonts included. Our ability to alter or correct flat image files is limited.

Microsoft Publisher
Provide a pdf file and Pack and Go Save for Commercial Printer.

Microsoft Word and PowerPoint
These files are not recommended for professional printing. Convert files to pdf.

Proofing
Please check your proof after prepress changes have been made. Proofs may vary in color from monitor to monitor unless color calibration is applied. Hard copy proofs increase color accuracy. They are available upon request.

Guaranteed Satisfaction