

File Layout

Create your File Layout with InDesign (Mac or PC):

Please note we cannot accept files created with:

- Microsoft Publisher • Powerpoint • Word • PageMaker

Create ONE document, with the appropriate number of pages

- set dimensions of document = 8.5" x 11" with .125" bleed
- single pages - do not create reader spreads
- number of pages must be divisible by 4
(product is available as 8, 12, 16, 20 or 24 page count booklet)
...add blank pages if needed.

Send ALL Required Files & Art Elements:

- use "package" function in program to collect all elements used in file, including: fonts, graphics, logos, scans, etc.
- vector art: convert type to outlines save as **.EPS**
- images (photos): 300 dpi high-res for CMYK
 - save as **.PSD** or **.TIF**
 - RGB low resolution (72 dpi) web graphics are not acceptable**
- scans: 1200 dpi, bitmap format save as **.PSD** or **.TIF**

If Sending a .PDF File as Artwork:

- must be single pages, 8.5" x 11", high-resolution (print quality) .PDF documents
- include 1/8" bleed
- number of pages must be divisible by (4)

All Ink Colors must be CMYK

- convert all spot/PMS colors or RGB images before creating your layout.

Avoid Errors & Job Delays:

- Proofread & test print your files
- Additional charges apply if we need to modify your files.

We are not responsible for errors in supplied files.

Sending Art Files

- 1 Check that artwork & layout matches specs quoted...**
 - Follow File Preparation Checklist
- 2 Compress files (.zip) before sending**
- 3 Upload Files**
contact us for upload options

