Pre-press File Requirements

Our Pre-Press department is equipped to meet any of your customers' needs. For those of you that prefer to send your own files, we have provided some guidelines. We have learned that by streamlining the Pre-Press process we are able to pass significant savings onto our customers. Our Pre-Press guidelines also let us bypass common pitfalls associated with preparing digital artwork for print such as embedding fonts, and unlinked images. Of course, we check the file prior to RIP in a process called Preflight/ Automation. Our Preflight checks only the technical aspects of the file to be sure it is ready for the RIP. Importantly for you, our Preflight does not check content or any element of design.

Please follow these simple guidelines:

- Please submit the file **in PDF form**. Other acceptable files are illustrator, Photoshop, and InDesign (design charges may occur)

- For small format – under 12x18 (letters, business cards, flyers, etc.) please include a .125 of bleed around your artwork and crops

- For large format printing (anything over 13"x19") please include a .25" of bleed around your artwork with a die line visible (in the print layer of the pdf)

- The die line needs to be a spot color call "CutContour" in the native file. Using 100% magenta. (The file name must be exact)

- Please send files at size -if they need to be scaled- do not include crop marks

- All Fonts needs to be converted to outlines

- Please include any links needed or embed the images.

- Change all RBG colors to CMYK.