



File Preparation Guidelines

FONTS & TYPESET

1. Text Copy should be 1/2" from the edge of page and 1/4" from holes (three hole punch), perforations, scores, etc. For a total of 3/4" from edge of page.
2. For best results, fonts should be not smaller than 6pt.
3. All fonts must be embedded when supplying PDF Files or converted to outlines (EPS, Illustrator).

LOGOS, COLOR, IMAGES & TRANSPARENCIES

1. Design should be 1/4" from edge of page, unless images are set to bleed. A 1/4" bleed border containing no live areas MUST be allowed for cutting purposes.
2. Artwork & Images MUST be converted to CMYK prior to printing.
3. Files must be saved at 300dpi resolution.
4. Fonts used in Illustrator should be converted to outlines.
5. Do not send your artwork in layers. You should flatten the files before sending to print.
6. Gradients should not change sharply or contain very light tints.
7. If using transparency functions in .AI files, they should be flattened and files converted to .PDF.

PAGE LAYOUT

1. All documents should be laid out as single page documents. Please do not send files set-up using reader spreads.
2. Create your document using the actual page size of the final printed piece. Be sure to add bleed to your documents. When converting to PDF, increase the final PDF page size by 1" inch for both height and width to include room for bleed and printer marks.

Accepted File Formats: .PDF, .AI, .EPS, .JPG, .TIFF.
MS Office files are not supported for print.