Preparing files for CMYK Print

The following guidance describes the most crucial components for preparing your Print-Ready file to guarantee that your work is produced quickly, accurately, and of excellent quality. If you are new to creating print-ready art, read our 10-step guide '10-Step Guide to Press Ready Art.'

File Formats

Press Quality PDF (with bleed and trim marks)
The most reliable and preferred format for printing. Using "Press Quality" preset uses the same resolution as "High Quality" but includes all information to produce an accurate print. It converts colors to CMYK, preserves transparency, and embeds subsets of all fonts.

InDesign (INDD) - Packaged with links and fonts

Illustrator (AI or EPS) - With embedded links and fonts

Flattened Photoshop (PSD or TIFF) or JPEG

Microsoft Word, Excel, PowerPoint and Publisher files are not recommended as they are not designed for commercial printing. PDF's created from these programs may produce unexpected results.

Size

Files must be set up at the necessary print size for the intended job.

Images/Resolution

At the completed size, all photos in the file should have a minimum resolution of 300 dpi. When saving PDF files, select "Press Quality" to avoid pixelated/ blurry print quality.

Bleed

If a document must bleed; that is, if the image or color must print all the way to the edge of the page, please provide an extra 1/8" bleed on all edges for trimming. This region will be clipped off to guarantee that there is no white space around the perimeter of the finished product.

Safe Copy Area

Important material and text should be kept at least 1/16" from the page's edge. When trimming, everything outside of this region is at risk of being chopped off.

Trim/Crop Marks

Trim markings must be included in files to identify the page edge and where to trim.

Borders

Borders are not suggested on the outside margin of a page because differences in paper stretch, print, or cutting might cause the border to seem imbalanced. If borders are utilized, they should be no less than 1/8" from the page edge.
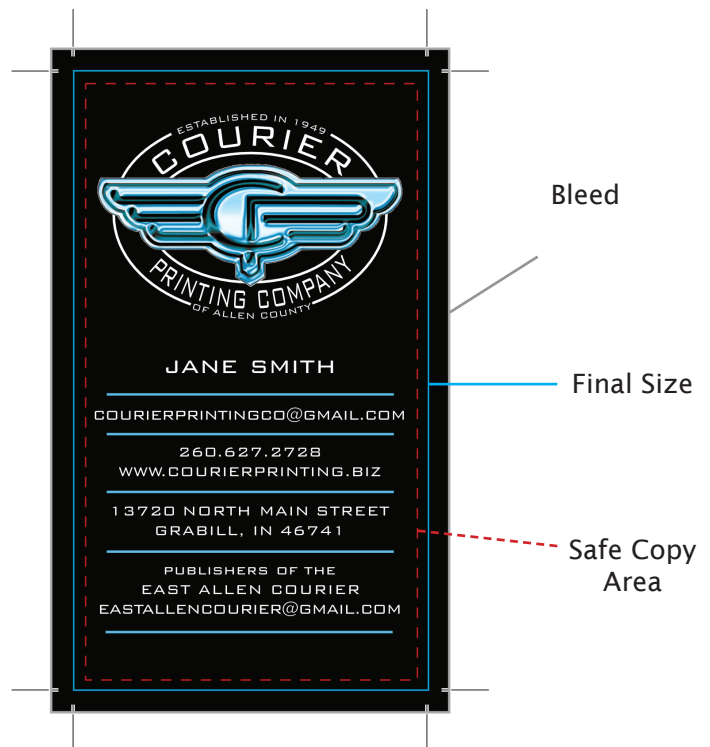
Font

When feasible, convert all text to outlines/curves/ paths or embed them. This ensures that the typeface appears precisely as intended.

Imposition/Layout

Provide all files as one per page (1-up). This includes all Booklet files.

Color

Please ensure that all colors are given in CMYK format.

Bleed

Final Size

Safe Copy Area