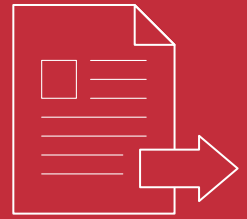




HINTS & TIPS FOR SUBMITTING FILES



SUBMITTING A PROJECT

The best way to submit a job is with a print-ready pdf file that includes high-res images, bleeds, and CMYK colors. Read on to learn more!

Bleeds

- All print jobs should have a minimum bleed of $\frac{1}{8}$ " (0.125 inch).
 - Bleeds make the document larger, so it can be trimmed to the finished size. Trimming the document allows for colors and pictures to meet the page's edge.
 - If your job has a bleed, extend the document's elements (like colors or pictures) to the bleed line.
- If your job will be run on a copy machine instead of a printer, it will not have a bleed. It should instead have a blank $\frac{3}{4}$ " (0.250 inch) margin all around the edges.

Images

- Make sure your images are at least 300 dpi. Images saved at a lower resolution can not be changed. If you are not sure about an image's resolution, give us a call for help.
- Do not download images from the web unless you bought them from a stock image site like istock.com. Web images are most likely low resolution, and in most cases require permission to use.
- Make sure you don't have lines thinner than .25 pt.

Colors

- Make sure the black you use is 100% black and not registration black, or auto colors.
- For full-color jobs, save them as CMYK colors.
- For black & white or gray images, save them as grayscale, especially if you have multiple images in your document.

Design Programs

- Use applications that are designed for creating print files, such as Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.
- Photoshop is not the best program if you have a lot of text; it's best used for images. Large amounts of text work best when set up in a desktop publishing program like InDesign.
- If you are using Photoshop and want your job to be two colors, please save the file specifying the two colors (using duotone settings). Do not save the file as CMYK.
- Call us at 801-581-6171 if you are using another program and need help.

Programs NOT Recommended

We don't recommend using Microsoft applications like Word, PowerPoint, or Excel to design print files.

- These programs work best to create digital-only files.
- They can create problems with images and fonts.
- They use RGB colors, while our presses use CMYK colors. You cannot convert colors to CMYK in these programs. To convert the colors, we have to open your files in other programs (which adds more time and cost to the job).

DID YOU KNOW? We can help you design digital or print projects. To speak to a designer, please contact your Project Coordinator or call us at 801-581-6171.