HOWTO   PREPARE FILES FOR THE DIGITAL PRESS

ACCEPTABLE FORMATS
We can handle a wide range of file formats including Adobe Illustrator CS3, Adobe InDesign CS3, Adobe Photoshop CS3, PDF, JPEG and TIFF.

FILE MANAGEMENT/INSTRUCTIONS
Keep files included on any disks left with us to a minimum. If possible, include only the files to be printed, links and fonts on the disk. Designate a folder for these files and ensure that all used files are in the folder. Label the folders accordingly. Leave us with clear instructions of what you need, including the file names, location and printing information (quantity, paper, etc.)

SIZING, RESOLUTION, COLOUR MODES
We recommend a minimum resolution of 300DPI (PPI) at final size for rasterized documents. Higher resolution is generally unnecessary. For files that are to be printed on the digital press, CMYK colour mode applies. Any files that are to be printed larger than 12"x18" will be printed photographically and need to be in RGB colour mode.

BUDGETING TIME
Due to a fluctuating workflow you should allow at least 2-3 days for all print jobs. If it can be done any sooner we certainly will. For larger runs please consult us for a specific time frame.

FULL BLEED
Full bleed refers to a piece in which any of the printed elements touch the edge of the sheet in the final product. If your piece is full bleed, you must allow space for trimming. We require at least 1/8" of bleed around the document. Be sure essential elements such as text are not too close to the edges to ensure they are not lost. Use crop marks to show the edges of the final piece.

PRINT MARGINS
There is a print margin of 1/8" around the edge of all laser prints. Nothing will be printed in this margin. Please consider this when laying out your piece.

DOUBLE SIDING
We print standard sizes including letter (8.5"x11"), tabloid (11"x17"), and 12"x18". If your piece is not one of these sizes it will have to be cut down from one of these. If you intend to duplex (double side) your piece, the files must be set up accordingly.

Opposite   Center

| Side One | Side Two | | Side One | Side Two |