

All files submitted must use the specifications below or additional costs will be incurred.

All files submitted must use the detailed specifications or additional costs will be incurred.

General

- Layout
 - Printer's spreads - required for saddle books
 - Crop marks - at least 3mm offset for marks
- Bleed
 - 1/8" on trim edges – 1/16" minimum
- Color model for all placed images and art
 - CMYK
 - No embedded profile
 - No ICC tagged images
- Resolution for placed images
 - 300dpi @ 100% final size (please do not scale within layout program, ie. Quark, InDesign, etc.)
- Safe to trim
 - 1/4" inside trim boundary for images and text
- File name length
 - 31 character limit for transfer integrity, DOS convention preferred

PDF / Native File Specifications

- Document format must be high resolution, CMYK, Adobe Acrobat PDF.
 - Acrobat PDF/X1a (Acrobat 4 – 1.3 specification)
 - All fonts embedded
 - Embedded images should be CMYK, 300dpi
 - Spot colors should be converted to CMYK
 - All transparencies flattened
 - PDF should be reviewed and approved as press ready prior to submission to print

Additional costs will be incurred if files supplied in native format are not print ready.

If you can't supply a compliant PDF, the below native applications may be submitted with the listed specs. Additional costs will be incurred if the native files are not print ready.

- Quark Xpress (Perform a **Collect for Output** option in Quark)
 - Fonts included (printer and screen), no Quark type styles.
 - Pictures included (as CMYK), 300dpi @ 100% final size.
 - Colors converted to CMYK
- InDesign (Perform a **Package** option in InDesign)
 - Fonts included (printer and screen)
 - Linked images included (as CMYK), 300dpi @ 100% final size.
 - Colors converted to CMYKsss
 - All transparencies flattened
- Adobe Illustrator
 - Art board should be final trim size, if not; crops marks should be in file.
 - Fonts converted to outlines
 - Placed images embedded, 300dpi @ 100% final size, colors converted to CMYK
 - All transparencies flattened
 - Illustrator EPS format (not native AI)
- Image Formats (not recommended for any type setting)
 - TIF – Flattened CMYK, no profile or tags, 300dpi @ 100%
 - Photoshop EPS – Fonts pre-rasterized, CMYK, 300dpi @ 100%
 - JPEG – CMYK, 300dpi @ 100%