



ARTWORK SUBMISSION GUIDELINE

Preparing Your Files for Print

To ensure the best possible print quality and avoid delays, please follow these guidelines when submitting artwork.

Accepted File Formats

Preferred formats:

- Press-ready PDF (PDF/X-4)
- Adobe InDesign Packaged with fonts and links
- Adobe Illustrator (.AI)
- Adobe Photoshop (.PSD)
- EPS files
- High-resolution TIFF or JPEG

Logo Files:

Vector artwork is strongly recommended for logos. Please provide logos as EPS, AI, or PDF files whenever possible to ensure the best print quality at any size.

Document Setup

Size

Build your file at the final trim size

Bleeds

Include a minimum of **0.125" (1/8") bleed** on all sides of the document.

Safety Margin

Keep all important text and graphics at least **0.125"–0.25" inside the trim edge.**

Multi-Page Documents

Submit pdf pages as individual pages, not printer or reader spreads

Color Requirements

CMYK Color Mode

Convert all artwork to CMYK prior to submission to for the most accurate color reproduction.

Spot Colors

If using Pantone® colors, please clearly identify the specific color references within your file.

RGB Files

RGB artwork may shift in color when converted to CMYK during production.

Images and Graphics

Resolution

- Color and grayscale images: 300 dpi at final size
- Line art: 600–1200 dpi

Image Quality

Avoid low-resolution images, screenshots, and graphics copied from websites.

Linked Images

Include all linked graphics when submitting native files.

Fonts

- Fonts should be vector format
 - Avoid raster type made in Photoshop
 - Black text should be 100% black and not made of CMYK or RGB
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PDF Export Settings

Bleed

Include bleed settings when exporting PDF's to ensure artwork extends beyond the trim edge.

Crop Marks

Include crop marks to indicate the final trim size of the printed piece.

Embedded Fonts

Embed all fonts to preserve the appearance and formatting of your text.

Image Resolution

Maintain original image resolution to ensure sharp, high-quality printing.

Password Protection

Do not password protect PDF files, as this may prevent production and prepress processing.