



File Types

When sending files to us for print there are several options - EPS, AI, JPEG, TIFF- but the preferred file is a pdf. When saved correctly, the use of pdf's can eliminate problems such as missing fonts and/or images. PDF's can be saved or exported from almost any program including InDesign, Illustrator, Microsoft Office & Photoshop

Exporting a Print-Ready PDF:

Adobe InDesign

File > Export
Chose location for saved file
Format: Adobe PDF
Save
Adobe PDF Preset: High Quality
Print
Select "Marks and Bleeds"
Make sure .125" bleed is typed in all four sides
Click: Export

Microsoft Word/Publisher

File > Print
Under printer choose "Adobe PDF"
Click Print
Choose location for saved file

**** Images should be no less than 150dpi for printing- 300 dpi is preferred.****

Bleed

If any part of your design prints to the edge of the document you must include a bleed in order for the document to print properly. For example, if your brochure has a background that you want to print to the edge of an 8 ½" x 11" sheet of paper your final document size would be 8 ¾" x 11 ¼"

File > Document Setup > More Options

The standard bleed is 1/8" or .125. Once you add bleed a red line will be added around the document to indicate the boundaries of the bleed.

Exporting a pdf with bleed

Before you select "Export" make certain to check "Use Document Bleed Settings' under the Marks and Bleed tab.

If you have any questions or would like assistance with your files please give us a call or send us an email. We want your project to be produced exactly how you envision it!

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