



# A SIMPLE GUIDE TO SOLVE MOST FILE SET UP ISSUES BEFORE IT GOES TO PRESS.

MOST IMAGES / NON-TEXT ARE SAVED AND CAN BE PRINTED AS A .JPG FILE WITH A HIGH ENOUGH RESOLUTION 300-DPI. AT FULL SIZE.  
MOST FILES WITH TEXT YOU WILL WANT TO SAVE AS A .PDF FILE USING ONE OF THE PRESETS FROM YOUR PROGRAM.



## PRINTERS BEST FRIEND.

Saving a file as a .PDF for most all will satisfy the press requirements. Using PDF/X-1A:2001 will work great. If there are transparencies when you save it and the preview shows lines/boxes, you have transparency issues. Try using a higher .PDF format such as PDF/X-4 presets.

### 1 Use Hi-Resolution Images



High Resolution



Low Resolution

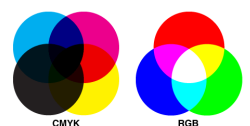
Make sure all art and images are created using a minimum resolution of 300-dpi.

**MONITORS USE 72-DPI.**  
**PRINT USES 300-DPI.**

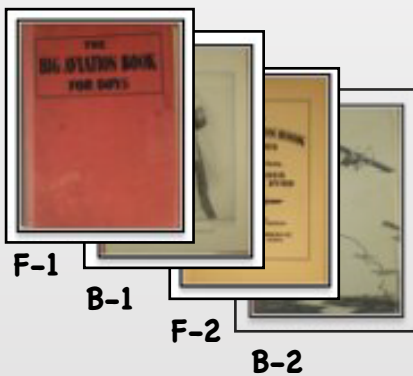
### 2 Make it CMYK

Make sure color mode is CMYK, not RGB.

**MONITORS USE RGB.**  
**PRINT USES CMYK**



### 3 Individual Page Files



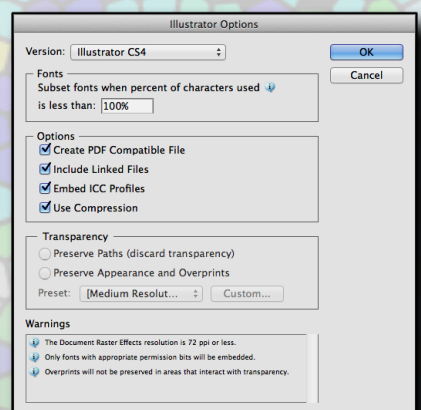
Save files in print running order. Use individual File naming i.e. F-1 < front side page one. B-1 < back side page one. F-2 < front side page two, etc.. Example a 2 sided postcard will have 2 separate files one named **postcard F-1.pdf** the other **postcard B-1.pdf**

### 4 Link your Files & Fonts

Make sure all fonts are outlined and images are linked.

Check box "Include Linked Files"

\*or create a folder to load font files to be used at other end.



## Free

### TEMPLATE LEGEND.

-  **BLEED AREA** Safe Area, Trim Size and Bleed.
-  **TRIM LINE** All artwork for positioning needs to be set up using our free and easy to follow templates provided on each print page. Make sure all art is set to finished size using provided templates for each project.
-  **SAFE AREA** Keep important information inside this safety area to avoid trimming. This is the finished product trim edge.
-  Extend art to blue line if you want your design to extend past final trim.

**We got this! 100%**



We use Adobe's CS4 suite to help ensure your files print the way you intended.