



Bleed Requirements

If you have any objects printing to the edge of the page, we require these objects to have bleed set at least 1/8-inch. If a bleed is required, set your PDF file 1/4-inch larger than the final trim size. (i.e. If document is 8½" x 11", the PDF size should be 8¾" x 11¼"). If no bleed is required, then make your PDF its final trim size. Please do not include crop marks on your final PDF file.

Color

4 Color Process (CMYK) should be used. Convert all "spot" colors to process before creating your PDF if you are printing on our Digital Offset Press. If your files require printing with a "spot" color, use the Pantone Color naming convention. Please delete all unused colors in your document. (Rich Black Recipe: C:60%, M:40%, Y:40%, K:100%)

Fonts

Avoid font styles (subset fonts). Use the actual font by name if you want your text bolded or italicized (i.e. "Helvetica Oblique"). No type smaller than 7 points should be used.

Images

Resolution – All images should be at least 300 dpi when used for printing. Images pulled from the internet are typically 72 dpi (low-resolution). Line art should be at least 1200 dpi.

- *Color* – All images being used in your document should be converted to CMYK.
- *Ink Density* – Keep the maximum ink density at 300.
- *Compression* – Do not apply compression to files (e.g. JPEG or LZW).

Variable Data

If your job prints with variable data, please set up the objects in your file exactly the way you want them to appear. (Position, Color, Font)

Questions? Call us at 402.734.4400