

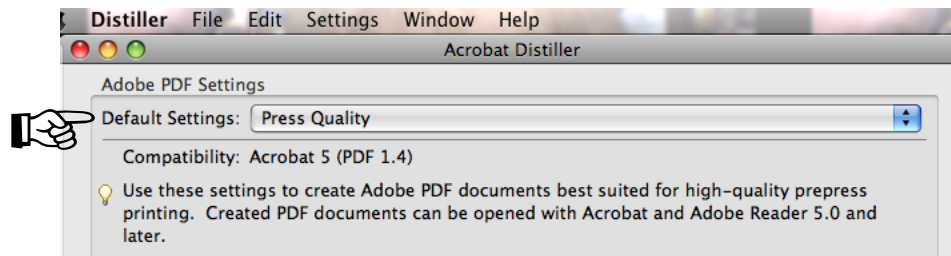


Preferred File Formats/Specifications

Composite High Resolution PDF using Adobe Acrobat Distiller

PDF files should be created through Adobe Acrobat Distiller and not through the “Export” function of the program used to build the file. The “Job Options” for older versions or the “Default Setting” should be set to “Press Quality”.

Hot folders can be created to make this process easy.



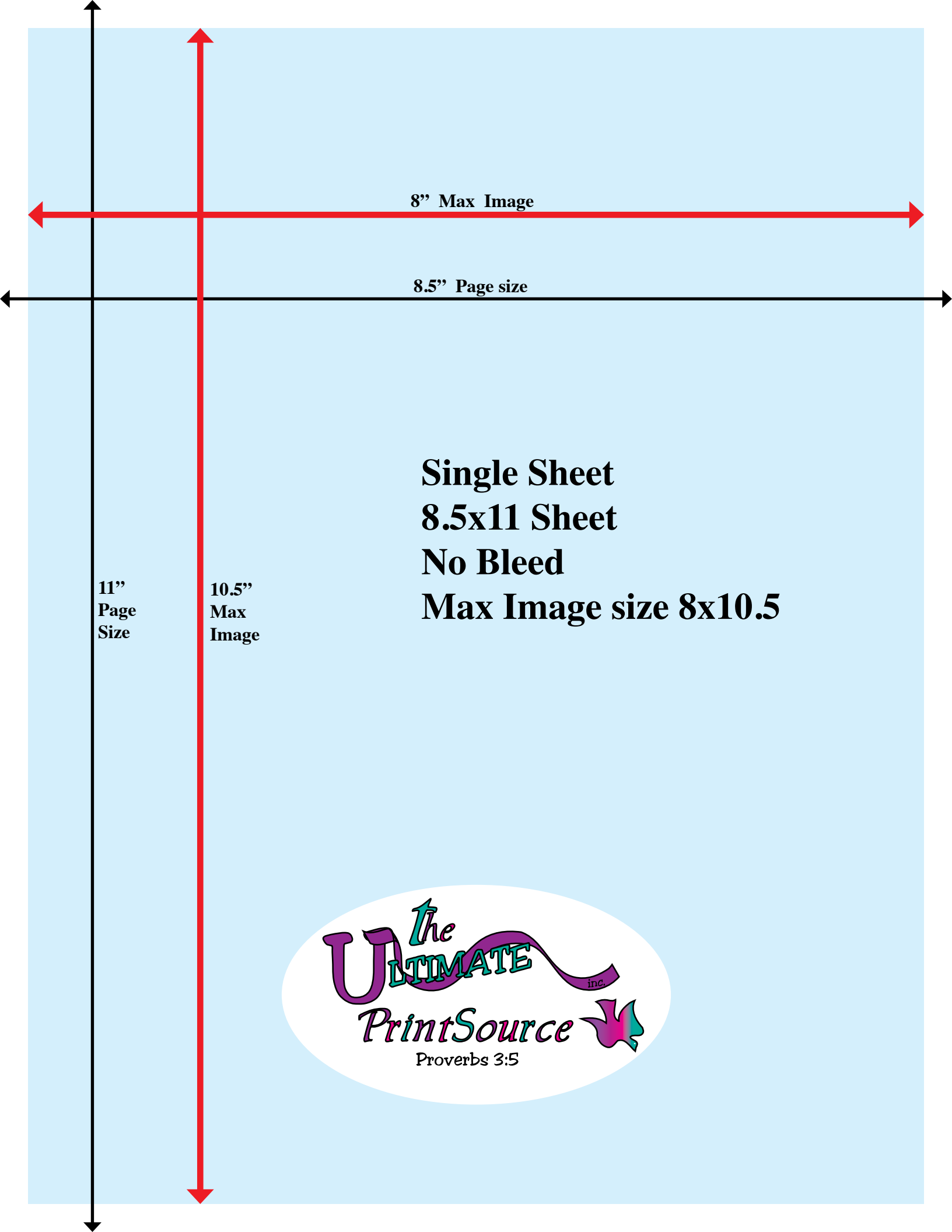
PDF is a final page format: This means in principle that the pages should be complete. Although PDF files can still be edited using Acrobat and various plug-ins if necessary, no further adjustments should be required when a PDF file is sent in.

Color Mode-CMYK: Color must be in CMYK to be print ready. If files are submitted using any other color mode, such as RGB or Pantone, the file(s) will be converted to CMYK during pre-flightting. Conversion from one color mode to another may result in a color shift or colors dropping out.

Color Mode-Spot Color: Pantone spot colors should be selected as “Spot” in color definitions in native program.

Resolution: Resolution also known as DPI (Dots Per Inch) or PPI (Pixels Per Inch) can be described as the number of dots that fit horizontally and vertically into a one-inch space. Generally, the more dots per inch, the more detail captured and the sharper the resulting image. For an image to print properly the image resolution must be at least **300 DPI**.

- File size should be final print size.
- “Make sure all fonts and are images embedded” (this is done automatically if Acrobat Distiller Press Quality is used)
- Use PostScript Type 1 Fonts if possible- Avoid ANY True Type fonts
- Do not use electronic Font Modification, ie. Bold, Italic, Shadowed, Contoured, etc
- Scan images in correct resolution (take scaling into account), higher is better.
- Do not use hairlines
- Delete blank pages and any unnecessary elements
- If bleeds are necessary, please make the image a full .125” past final page size
- “Always open your PDF after creating through Acrobat Distiller and review to original file before sending”



8" Max Image

8.5" Page size

11"
Page
Size

10.5"
Max
Image

Single Sheet
8.5x11 Sheet
No Bleed
Max Image size 8x10.5



8" Max Image

8.5" Page Size

5.5" Page Size

5" Max Image

Single sheet
Page size 5.5x8.5
No Bleed
Max Image 5x8



A diagram of a single sheet of paper. A black horizontal arrow at the top indicates a width of 4.25 inches, labeled "4.25'' Page size". A red horizontal arrow below it indicates a width of 3.75 inches, labeled "3.75'' Max Image". A black vertical arrow on the left indicates a height of 11 inches, labeled "11'' Page Size". A red vertical arrow to its right indicates a height of 10.5 inches, labeled "10.5'' Max Image".

3.75'' Max Image

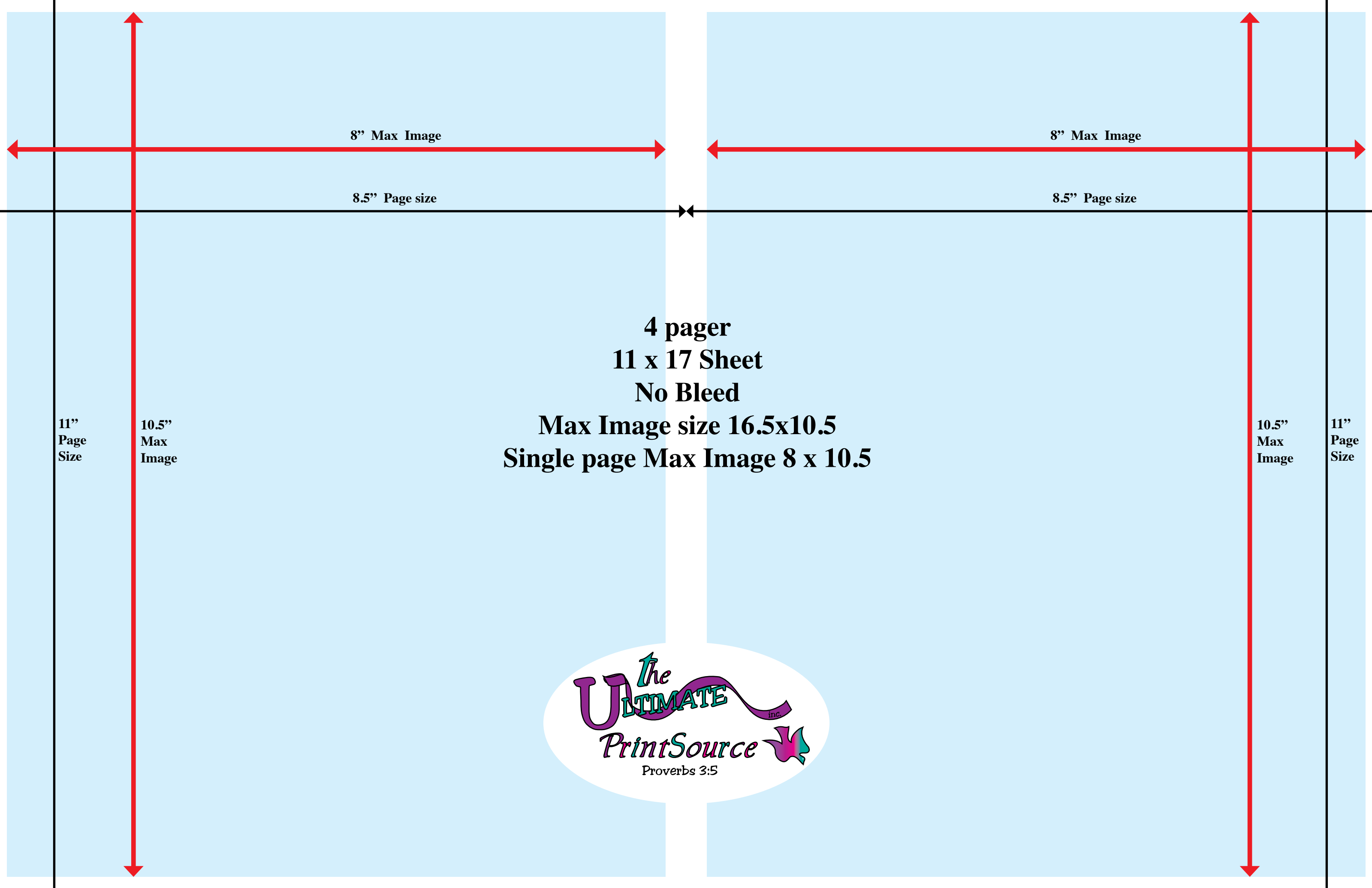
4.25'' Page size

**10.5''
Max
Image**

**11''
Page
Size**

**Single Sheet
Page Size 4.25x11''
No Bleed
Max Image 3.75x10.5''**





8" Max Image

8" Max Image

8.5" Page size

8.5" Page size

11" Page Size

10.5" Max Image

10.5" Max Image

11" Page Size

4 pager
11 x 17 Sheet
No Bleed
Max Image size 16.5x10.5
Single page Max Image 8 x 10.5



11.75 Page Size

11.25 Max Image

11
Page
Size

10.5
Max
Image

Single Sheet
Page size 11.75x11
No Bleed
Max Image 11.25x10.5

