

File Prep Quick Reference Guide

!!! IMPORTANT !!!

Files **WILL** be rejected if any of the following is not met.

Accepted File Format: • Photoshop EPS with JPEG encoding (maximum quality)

- TIF (layers flattened)
- JPEG (most preferred)
- Illustrator EPS
- InDesign
- Hi-Res PDF (generated from Distiller)

Color: **CMYK** only

Bleeds: 1/8" for single side or 1/4" for double side at final output size. All sides must be even.

Live Area: 1/4" in from trim line at final output size

Crop Marks: **NONE**

Resolution: **100dpi** at final output size.

Fonts: Rasterize all types or convert all fonts into outlines before converted to accepted file formats.

Embed all fonts into Hi-Res PDF files.

Linked Images: Provide all linked images or embed with your application file.

Example for Final Trim Size 24" x 36" Poster

Document created at 100% of 24" x 36" poster size

Document Size: 24" x 36"

Bleed Size: 1) 24-1/4" x 36-1/4" for single side

Resolution: 100dpi

2) 24-1/2" x 36-1/2" for double side

Output Percentage: Print at 100% of documents size, resolution matches target 100dpi.

Document created at 50% of 24" x 36" poster size

Document Size: 12" x 18"

Bleed Size: 1) 12-1/8" x 18-1/8" for single side

Resolution: 200dpi

2) 12-1/4" x 18-1/4" for double side

Output Percentage: Print at 200% of documents size, resolution drops to target 100dpi at final output size.

Document created at 25% of 24" x 36" poster size

Document Size: 6" x 9"

Bleed Size: 1) 6-1/32" x 9-1/32" for single side

Resolution: 400dpi

2) 6-1/16" x 9-1/16" for double side

Output Percentage: Print at 400% of documents size, resolution drops to target 100dpi at final output size.

bleed →

trim line →
(document size)

live area →