



# Document Creation SPECIFICATIONS

## AT A GLANCE

**Print Ready PDF Files Preferred**

**Image resolution:** 400 DPI Preferred

**Bitmap resolution:** 800 DPI Preferred

**Color images:** CMYK

**B&W images:** Grayscale

**Embed fonts**

**Include** 1/8" bleed on all sides

**Keep live area** a minimum of 1/8" in from trim

**Submit as** single pages, not spreads

**No PNG files**

## BEST PRACTICES

- Ensure all documents are prepared to their final trim size as individual pages in sequential order.
- Center the live image area (excluding bleeds) within the document to reflect the intended appearance after trimming.
- Maintain a minimum clearance of 1/8 inch on all four sides of the page, keeping them free of any non-bleeding elements.
- Extend all bleeds at least 1/8 inch beyond the document's edge on all sides.
- For 4-color process printing, specify all color elements as CMYK values. Color images should be in CMYK, not RGB, and Pantone color values must be converted to CMYK. Check for any unnecessary color separations beyond the four process colors.
- Whenever possible, create blends, fades, and gradients as vector images (e.g., InDesign & Illustrator) instead of raster images (e.g., Photoshop) for smoother printing results.
- Include all fonts with the native files or embed them into the Print Ready PDFs.
- Avoid stylizing fonts in the page layout program; use the appropriate font variant. If the desired font is unavailable, choose an alternative.
- Convert all fonts used in EPS files to outlines if the fonts cannot be provided.
- Construct crossover spreads as true spreads in your page layout application; avoid creating spreads on a single page stretched to the final spread width.
- Do not build or submit files as printer spreads. Additional charges may apply to split printer spreads into page order.
- Print Ready PDF files are preferred to expedite the printing process. Contact your representative for PDF settings and to test your files before printing.

## FILE FORMATS ACCEPTED

### PRINT READY PDF FILES

Ensure files contain a 1/8" bleed on all sides and are submitted as individual pages.

### DESIGN PROGRAMS

Packaged InDesign Files (including fonts)

## DIGITAL FILE SUBMISSION

For files under 10 megabytes, please send them as attachments via email to your sales representative or to [prepress@proprintus.com](mailto:prepress@proprintus.com).

If your file exceeds 10 megabytes, please utilize the Pro Print File Transfer portal at [proprintus.com/file-share-portal](http://proprintus.com/file-share-portal).

We also welcome files from third-party file sharing applications such as Dropbox, Google Drive, Box, and others.

Seeking a streamlined solution to accelerate your digital workflow? Save valuable time in the production process with our Remote Proofing System. Inquire with your sales representative to learn more.