FILE SUBMISSION TIPS & RECOMMENDATIONS

Thank you for choosing Graphic Publishing, Inc. for your printing needs! We are happy to work with you and will make every effort to ensure a smooth production process from beginning to end. Feel free to contact us if you have any questions.

PREFERRED FILE FORMATS

- High-Resolution PDF. (Most Preferred)
- Adobe Photoshop. Flattened files can be saved as a JPEG or PDF.
- Adobe InDesign. We ask that you convert all type to outlines and include all links.

PROBLEMATIC FILE FORMATS

- Microsoft Publisher
- PowerPoint
- Microsoft Excel
- Microsoft Word Documents

Why are these problematic? Due to the nature of the software, if we don't have the *exact* version that you are using, including all fonts you may have downloaded on your own, small changes in spacing, sizing and fonts may occur throughout your file when we convert it to PDF for printing. We ask that you convert the above file formats to PDF before submitting them. However, if you would like to us to convert them for you, we require that you review a hard-copy proof to check for errors and sign a Proof Approval Form before we begin printing.

HELPFUL TIPS

- Double check all files for correct text size, spacing, trim and folding margins.
- We prefer you leave a 1/8" for "bleed" on all sides if your artwork will extend to the edge of the page.
- Artwork that is not intended to "bleed" should not be closer than 1/8" from the edge (inside the "safe area").
- Images should be saved in CMYK mode at a minimum of 300 dpi.

While we generally review files for format and layout errors, please understand that the final responsibility for the accuracy of the final product rests with you, the client.

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