

PDF'S

Corel Draw, Freehand, Microsoft Publisher, and Microsoft Word files must be submitted as **PRINT READY PDF** files.

To save files as a pdf

You must have a full version of Adobe Acrobat and follow the instructions provided with your program software on how to produce a high quality, print ready pdf file.

For more detailed information click or visit

www.adobe.com/products/postscript/pdf/highresolution.pdf

DO'S:

- **DO** create your files at the TRIM SIZE. Add 1/8" extra image for bleed on all jobs that bleed. Add crop marks.
- **DO** make sure that *all fonts* are embedded.
- **DO** make sure that your files are 300 dpi and CMYK if a four color process job.
- **DO** proofread your files carefully. We do not run spell check or cross-reference any information.
- **DO** check all fold panels to ensure the job will fold correctly.
- **DO** make sure that your pdf compatibility is at least Acrobat 6 for transparencies.

DON'TS:

- **DO NOT** use a border thinner than 1/4" on your job.
- **DO NOT** use images or save your files in RGB Mode.
- **DO NOT** place important elements closer than 1/4" from the trim edge.