How to Submit a Print-ready PDF

To submit a print-ready PDF, and to reduce pre-press charges, please follow these instructions:

Use Adobe Acrobat to convert your files to a PDF
- Embed all fonts and graphics.
- Specify a color space (ex. CMYK).
- Make sure that the PDF is compression-free (do not compress).
- Files should be set as "true to size" or the size at which they will be printed. For example, a business card should have a native file size of 3.5w x 2h, not pasted into a letter-size file. Our imposition software must recognize and capture a finished size in order to impose correctly for printing.

All files should be optimized for high-resolution printing (300 dpi or higher).
- Wide-format prints require 300 or 600 dpi resolution.
- Line-art requires 1200 dpi resolution.
- Make sure the links are high resolution.
- Full Bleed: include a one-eighth inch bleed, if you want to extend color to the edge of the media. For example, your media size may be 8.5 x 11, but if full bleed is optioned, the final print will be 8.75 x 11.25.

Discard all unused colors from your swatch list.
- Separate spot colors.
- If 4-color (CMYK) process is desired, select CMYK or grayscale, not RGB.
- When exporting or distilling a PDF, be sure to use the "Press Quality" preset to optimize the resolution for a high quality print job.

Converting Files to PDF:

inDesign: File>Export>Adobe PDF.

Word: File>Save As or File>Print to PDF (if Acrobat is installed as a print driver).

Publisher: File>Save As. File>Publish as PDF. Also, File>Print to PDF (if Acrobat is installed as a print driver).

Proofing:
Pre-flight (prior to sending the job to our press), clients bear the responsibility of proofing and validating by signature the accuracy of their content.