

# File Preparation

To ensure your job goes through production as smooth as possible, please prepare your files using the following guidelines:

## File Type

Print Ready Files: Adobe Acrobat (PDF)  
Only high resolution PDF files can be printed.

Page Layout Files: Adobe InDesign (INDD)  
Make a package from InDesign to include all the links & fonts.

Bitmap Files: Adobe Photoshop (TIFF, PSD, JPEG)  
Flatten all your layers before sending your file for print.

Vector Files: Adobe Illustrator (AI)  
Make a package from Illustrator or embed all images and outline all fonts. Make sure the artboard is the same size as your artwork. If you have more than one artwork, define artboard for each artwork.

## File Name

Please avoid all punctuations and symbols in your file name. Only use upper cases, lower cases, underscores and hyphens in the file name.

## Scale

Whenever possible build your file at final size. If you have to build your file at a smaller scale, it's highly recommended to build your file at 1/2, 1/4, 1/10 or 1/12 scale.

## Font

Include all fonts used in your document or convert them to outlines.

## Color

Files can be created in either RGB or CMYK. Make sure to embed your profiles when saving your files. Always supply a proof for color matching. Always build your blacks at 60-40-40-100 for CMYK or 0-0-0 for RGB files.

## DPI

As a general rule prepare all files at 70-100 dpi at final size.

## Bleed

Build your file with 1/4" - 1/2" bleed at final size. It's very important to define the bleed as "Bleed" in Adobe Illustrator or InDesign.

If you have any questions regarding file setup contact your Super Color Digital Sales Rep.

