

When preparing your own files for print, it is important to understand the file requirements, and standards to avoid production issues. Please follow these guidelines while getting started in the design process to ensure file accuracy.

Document & Print Size

Digital files must be submitted at the size of desired output. Set your document page size to match the actual print size in your layout program (Publisher, Indesign, Word, etc.) Also, set your document resolution to 300 dpi. Our standard print sizes are the following:

Sheet Size	Oversize *
8.5x11 (Letter)	18x24 (Posters)
8.5x14 (Legal)	22x28 (Posters)
11x17 (Tabloid)	24x36 (Posters)
12x18	36x48 (Posters)
	24x72 (Banners)
	A-Frame Signs 22x22

*Custom sizes are available.
Ask DOCS PRINT CENTER - worker for details.

Document Color Mode

Please make sure your document is set to CMYK Color Mode.

Why we recommend CMYK: Digital printers use combinations of four toner colors (Cyan, Magenta, Yellow, and Black) to achieve print on paper. Attempting to print files that are in RGB can cause color matching issues.

Why not to use RGB: Any pictures or files that are submitted in RGB color mode must be converted to CMYK prior to printing. RGB (Red, Green, Blue) is intended for web design, and screen-viewing only. There are RGB color combinations (particularly very bright colors) that cannot be reproduced when printing using CMYK print process.

Pantone Swatches: Because digital printers use a four-color process, they are not able to match Pantone colors. Please let us know if color matching is an issue and we will make every effort to match Pantone colors as close as possible.

Bleed & No Bleed

Bleed: Files that have text, images, or colors that run off the trim edge of your final printed piece must be submitted with an extra 1/8" (.125) border all around. This extra extension of your graphics is called a bleed. A bleed is necessary because it is impossible for a cutting blade to hit the exact same location on every page when cutting printed sheets in a stack for production.

No Bleed: If you do not want a bleed on your document, it should be submitted with at least a 1/8" (.125) white border all around. Please also notify us via email or in person to make sure we meet your needs, and print expectations.

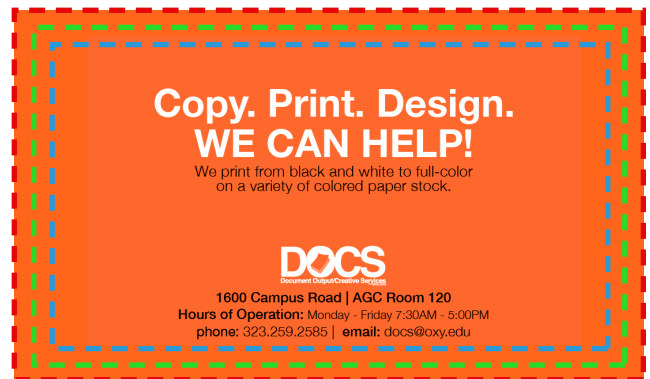
Trim Edge & Safe Guide

Any text or images that are not meant to run off the edge of your final printed piece should be at least 1/8" (.125) to 1/4" (.25) away from your trim edge. This is called the safe guide (see below). Due to the very slight shifting that occurs when cutting, any text or images that are too close to the trim edge may be cut off or show inconsistent margins. If you have text or image that do run off the edge of your final printed piece, they must extend at least 1/8" (.125) to avoid print issues.

Samples Below:



Print-Ready Artwork



Problem Artwork



There are two problems with the above artwork:

Bleed: The background only extends to the Trim Edge. This will cause a white edge when trimming by bulks. File needs at least an 1/8" bleed all around.

Safe Guide: The phone number has gone beyond the blue safe guides, and is too close to the Trim Edge. Text may be cut off during production.

When preparing your files to E-mail for printing, we prefer Adobe PDF.



PDF

PDF (Portable Document Format) files are the best way to get us your artwork because all fonts, graphics and content are packaged into a single file. We can open this on any computer regardless of the software it was created with.