

## File Preparation Guidelines

### **Accepted File Formats:**

We accept print-ready files in .TIF, .PDF, and .EPS formats. All files created in Adobe Illustrator MUST be saved in Creative Suite 6 (CS6) version and MUST have:

- All fonts outlined
- All layers flattened
- All links embedded
- All Files in CMYK mode

### **Accepted File Size and Resolution:**

All files should be in “print-ready” format. For example, if your order size is 24" x 36", you need to set your document size to 24" x 36" for printing. All file(s) must have a resolution of at least 72 dpi (dots per inch) and no more than 120 dpi at the final output size.

### **Can my file contain layers?**

No. File that contains layers may cause problem in file conversion for preview purpose. Please flatten all layers before uploading the file. For Illustrator files, outline all fonts and save file as .EPS format and embed all the links. For digitally cut to shape orders, you may have a separate layer for the cut lines.

### **Bleeds:**

Please include 1/4" bleed all around for digitally “cut to shape” orders for rigid substrates (like Gatorboard, Foamboard, etc.) and have a separate layer for the cut lines (cut path) in your file.

Please include 1/8" bleed all around for Brochures, Flyers, Business Cards, etc.

### **File Preparation Questions:**

For additional questions, please contact us at (408) 830-9900 or (650) 940-9900. We also provide graphics design service at competitive rates. Please ask for details.