

Designing for Print Checklist



Make sure your file is the correct size prior to sending off. Artwork should be setup to **300 DPI** at the full size of the file.

Common sizes are:

- 8.5" x 11" (letter),
- 5.5" x 8.5" (half letter postcard),
- 3.5" x 2" (business card),
- 4" x 6" (postcard),
- 5" x 7" (postcard),
- 11" x 17" (tabloid)



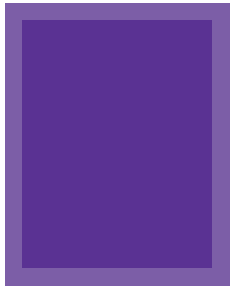
CORRECT SIZE



The preferred file type is a **PDF**. Please export your file to a PDF prior to sending in.



FILE TYPE



If you have artwork that extends to the edge, you will need to add a **.125"** bleed to all 4 sides of your artboard. If you have text in your design, the safe space for text is **.125"** inside the edge.



BLEEDS



Your file needs to be setup in a **CMYK color mode** in order for colors to print correctly. Please note, the color that appears on the screen may not match exactly to the color that is printed out.



COLOR PROFILE



Embed all images into files created in Adobe Illustrator. If working in Adobe InDesign, package the file and send the packaged folder when providing artwork.



EMBED IMAGES



Create outlines on all text in files created in Adobe Illustrator. If working in Adobe InDesign, package the file and ensure the font is included in the packaged folder when providing artwork.



OUTLINED FONTS

NEED HELP?

Inquire about design services.