



Printing and Binding Specifications

All files must be PRINT-READY. Files that are not print ready will be charged \$35/hr file charge with customer's prior approval. Print-Ready files include JPEG, PDF, TIFF, and EPS format at actual size. We recommend 300 DPI. Please do NOT include Cut lines that you don't want printed.

Printable stock size up to **13" X 47 ¾"** - Printable Image 12 ¾ x 47 ½ allowing for bleed

File Types and Sizes

For quick, hassle-free file submissions, we recommend all orders be submitted in **high quality Adobe® PDF** format. You may create your publication using any software program as long as the finished file is converted to PDF format. If you are unable to create a PDF we will accept the following programs:

Adobe® Programs CS3
Microsoft Office 2007

Non-PDF Files

If you are *not* submitting a PDF file, all the fonts and images used in the publications must be submitted along with the document files. If your file has missing fonts or images every effort will be made to resolve these issues. Missing fonts could cause the text, images and layout of your publication to print differently than you expect. To avoid these potential frustrations, please ensure all fonts and images are included with each file submission or convert fonts to outlines.

Binding Specifications

Custom sizes available in both Hardcover and Perfect Bound / Softcover

Hardcover maximum spine size - 1 ¾" (Approximate 400 Sheets/800 pages of 24 # text stock)

Hardcover minimum spine size- 1/8" (Approximate 10 Sheets/20 pages of 24 # text stock)

Perfect Bound /Softcover maximum spine size -1 ¾" (Approximate 400 Sheets/800 pages of 24 # text stock)

Perfect bound /Softcover minimum spine size-1/8" (Approximate 10 Sheets/20 pages of 24 # text stock)

Minimum Hardcover book Size – 5 ½" x 8 ½"

Maximum Hardcover book Size- 12" X 12"

Minimum Perfect Bound /Softcover book Size-5 ½" x 8 ½"

Maximum Perfect Bound /Softcover book Size-12" X 12"

Corner/Side Stitch – up to ¾"

Reminders

- 1.) If your project is a full page with bleeds, make sure you leave 1/8" extra all the way around the image for bleeds.
- 2.) All graphic files have been converted from RGB to CMYK. If your graphic is to print as black, make sure you've converted it to grayscale or black.
- 3.) The final resolution of your scanned images should be 300 dpi and placed at 100% or smaller. Enlarging the image in the layout program reduces the final resolution.
- 4.) All fonts (printer and screen) have been supplied, including fonts in graphics files that haven't been converted to outlines.
- 5.) Artwork taken from the internet IS NOT print quality. Any image copied from the web is set at 72dpi(resolution) - print quality has to be no less than 300dpi(resolution) unless the printer has said otherwise. Taking an image from the internet and enlarging it or increasing the dpi in an imaging program will not solve the problem - in fact it will make the quality of the image worse. So before you start creating your design, set your image at 300dpi(resolution).
- 6.) When possible please provide every component of your artwork - fonts, images, specific colors. This will keep problems to a minimum because if something happens, your project isn't held up. Most of the time, the problem can be solved if all components have been provided. If you are working on a PC and the company uses Macintosh(or Mac to PC), your fonts won't be compatible so they will need to be converted to outlines or artwork.