

General Specifications

- Document size** – your document should be set to the desired trim size
 - Avoid centering small pages on an 8.5x11 page.
 - If the final page size is different than the size quoted, alert us to the change. This avoids guesswork as to which size the piece should really be.
- Bleeds** – add 1/8" to elements that bleed
 - If there are photos or design elements that are intended to bleed, extend those elements 1/8" beyond the trim size.
 - Notify our Service & Design team if a job is intended to bleed as this may affect the actual price if sufficient space is not allowed.

Spot color printing

- If you using spot colors your file should use only the colors you intend to print

Specifying spot varnish

- Please use a spot color named *varnish*, and set to overprint.

Specifying dieline

- Please use a spot color named *dieline*, and set to overprint.

Font usage

- Avoid process color buildups on very small or fine type; they can be difficult to register and may not produce the crisp result you seek.

Want a deep, rich black in solid areas of process color jobs?

- Create a new color such as Rich Black with values of 60% cyan, 60% magenta, 40% yellow, and 100% black

CREATING A PRINT-READY PDF

- Do not downsample images**
 - Resolution should be set to at least 150 dpi.
- Fonts should be embedded**
- Bleeds should be set to 1/8"**

For step-by-step instructions for creating a PDF, please feel free to contact our Service & Design team at contactus@intechims.com or 888.783.5207.

SUPPLYING NATIVE FILES

Press-ready PDFs are the preferred method, but if you choose to send native files, please supply the following items:

- File to be printed
- All fonts used in file
- All linked images in file