

GUIDE TO SETTING UP YOUR FILES

1. FILE FORMATS

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JPG	These file formats files are our favorites. Just about any type of software can save your file in one of these formats.
PDF	
TIF	
EPS	If you are using the Adobe professional design suite, then we can accept files in these formats.
AI	
INDD	
PSD	

✗

CDR
DOC
XLS
PUB
PPT

Here are some goofy file formats that we probably won't be able to print from - sorry :(



**** When saving JPG or TIF files, please save them as high resolution (200-300 @ print size)**

2. BLEEDS

A “bleed” is when the image runs right up to the edge of your document. To achieve this, your file is printed on a larger sheet of paper, then the bleed area is trimmed off (See below). To properly set up your file with bleeds, we need a file that has an extra eighth of an inch on all 4 sides. This extra area, called a “bleed area”, will get trimmed off. Here is a chart to show you the correct size of your document if you want it to print with bleeds. Click the “Resources” tab on our website for Photoshop and Illustrator templates that you can use to set up your files.

PRODUCT	FINAL SIZE	SIZE WITH BLEED AREA
Business Cards	2 x 3.5	2.25 x 3.75
CD Covers	4.75 x 4.75	5 x 5
Flyers/Handbills	4 x 6	4.25 x 6.25
Posters	11 x 17	11.25 x 17.25



When setting up a file with bleeds, keep in mind that the bleed area gets trimmed off. Do not put type or logos or anything else too close to the bleed area or it may get trimmed off.



This corner **IS** a bleed. The image goes right up to the edge of the document.

This corner is **NOT** a bleed. There is a border between the image and the edge of the document.

