

# FILE SUBMISSION INFORMATION

## SETTING UP YOUR FILES

When submitting your files for processing, we ask that you provide the following items:

### Media:

- CD
- DVD
- Email (Less than 5MB)
- FTP options available upon request

### Applications\*:

- InDesign CS5 (or lower)
  - Photoshop CS5 (or lower)
  - Illustrator CS5 (or lower)
  - Quark XPress 8 (or lower)
- \* Other applications, please email or call!

### File Information:

- Disk directory printout
- Final set of 100% laser printouts
- Color printouts marked for color breaks, FPO's, bleeds, whites, varnishes, etc.

### Fonts:

- All printer and screen fonts, including those used in placed files should be placed in a separate folder marked FONTS

### Text, Art, Rules and Bleeds:

- Include all layered worker files
- All unwanted items deleted
- All rules set to at least .25 pt
- Do not stylize fonts within the application
- Allow 1/8" Bleed when necessary
- Reverse type needs to be larger than 6pt

### Colors:

- Define colors properly (CMYK, Spot colors)
- All colors used in different applications need to have the same naming convention
- All unused colors deleted
- Convert RGB images and art to CMYK

### Support Files:

Most current version of all placed files included. Verify proper placement of any modified files and check links

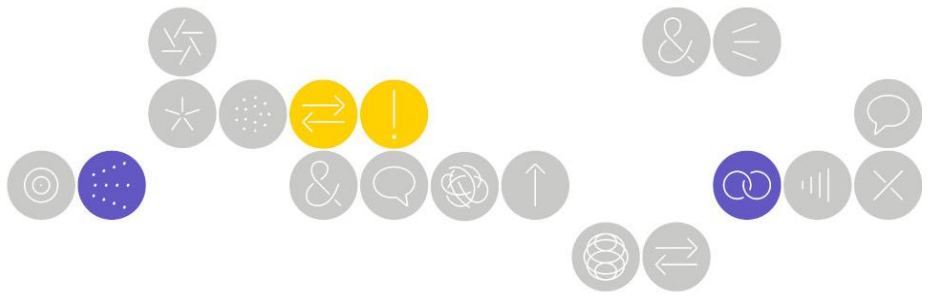
- Support files placed in appropriately labeled folders (FPO/low-res, hi-res, source)
- Resolution of hi-res images should be at least 300 DPI at 100% of final size
- Resolution of line art images should be at least 1200 DPI
- All sizing, cropping or rotating of images done in the original art program

### PDF Files:

- All fonts embedded in file
- Make sure all images are hi-res
- CMYK color space
- Center file on page

### Trapping:

- Only overprint objects that you want to overprint, this can be checked using overprint preview
- Please leave all other trapping to us!



**Trim:**

**Bleed:**

**Safety (No Print Area):**

- Signature panels
- Labels
- Imaging
- Embossing

(Magnetic stripes can be placed at bottom of card as well. Same distance will apply)

0.4375" H x 3.625" W

0.0625" at top and bottom

**Templates available upon request:**

## Quark, InDesign and Illustrator

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