



Helpful Tips

When Submitting Digital Files

- Spell check your document.
- If you are making a book or a multi-page document, only send one PDF with the correct number of pages. If you are printing in full color, all images should be converted to CMYK.
- When images are left in RGB mode, we will convert to CMYK and some color shifts may occur.
- Any graphic, photo or background that prints to the edge of the page must be extended 1/8" off of the page size to allow for bleed. Please keep text within safe area.
- If you are saving files as JPEGs, make sure they are set to the highest quality level with resolution of 300 dpi.
- When submitting PDFs or EPS files, please convert all text to outlines/curves.
- Spell check your document, again.

We will review all files received & let you know if we have any questions or concerns.