BOTTOMLINE INK

File Preparation Guidelines

Preferred File Formats For Print Production

PROGRAMS

Page Layout
Adobe InDesign

Art
Adobe Illustrator

Photos
Adobe Photoshop

We prefer native files accompanied by a high-resolution PDF. When supplying native files, please include all elements; documents, images, and fonts.

PDFs

Digital Print Production
High-resolution PDFs are acceptable for digital print production. Please provide native files in case changes or corrrections need to be made. Do not use color conversion or any graphic/type compression when creating a PDF for digital print production and embed all fonts within the PDF. Provide PDFs with crop marks and at least a 1/8" bleed on all sides. You may download Bottomline Ink's PDF Production Guide for our preferred specifications. *http://bottomlineink.us/tools.*

Offset Print Production
PDFs are *not* acceptable for offset print production. They are to be used only as a reference tool. Do not use color conversion when creating PDF.

SUPPORTING INFORMATION

Include hard copy output (or at a minimum a PDF).
Specify final page size, job name and quantity.
Specify any color/coating requirements not included in file.

DESIGN PRACTICES

The files should be in the output format you want it printed (spot color vs. CMYK).

If using spot color be sure to use the appropriate Pantone series designation (CVU, CVC, CV, C, U) consistently throughout the project.

Color and grayscale photos should be 300 DPI minimum at 100% output size. Line art should be 1200 DPI minimum at 100% output size.

Use specific bold/italic fonts rather than using menu styles or control panel modifiers.

Bleeds should extend at least 1/8" beyond page edge.

Trapping withing a program is not necessary; it will be done at final RIP.

Note: We take files not meeting these preferred specifications. However, processing time and final printed quality may be affected. We may also have to contact you to get additional information to convert the file to a usable format. In particular, the Microsoft family of products may not produce WYSIWYG results.