

Electronic File Guidelines

The pre-press department at Impact Innovations, Inc. has created these guidelines for you when sending files to ensure that your project goes smoothly and stays on the time frame required.

Please contact our pre-press for any questions or further assistance.

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Supported Programs

- Adobe Illustrator Creative Cloud 2015
- Adobe Photoshop Creative Cloud 2015
- Adobe InDesign Creative Cloud 2015
- Adobe Acrobat
- QuarkXPress 9.3

Layout

- Build your document to the size of the final product (trim size) + .125" (1/8") bleed outside of document
- Graphics and type must be .125" (1/8") inside the trim area
- Images must be imported between 75% and 130% to output properly and for quality reproduction
- Include all the supporting files (photos, logos, fonts, etc.) needed to print the job
- Name file in a logical and orderly manner to be understandable to someone unfamiliar with the project
- Keep file names under 13 characters if possible
- Don't use symbols or spaces, except for periods (.) or underscores (_)
- Avoid sending files that we do not need

Graphics

- Embed and send all graphics
- Resolution must be 300 dpi or higher
- Save as CMYK (not RGB)
- TIFF or EPS format preferred

Fonts

- Convert all fonts to outline or include all screen and printer fonts
- Do not use style option for bold, italic, shadow or outline effects

Print Ready Files

- Files must be created in one of the above supported programs or sent as a high quality pdf
- Resolution must be 300 dpi or higher
- .125" (1/8") bleed built into the file
- CMYK (not RGB)
- Build to full size (100% of finished product)
- Convert all fonts to outline or include all screen and printer fonts
- Embed graphics

Sending Files

- Files can be emailed (10 MB limit) to c.meyer@impactinnovationsinc.com or d.ryer@impactinnovationsinc.com
- Files over 10 MB contact us for uploading instructions