

# Print Ready Calendar Files

## What does "Print-Ready" mean?

"Print-Ready" means that your files are untouched by us, ready to be processed and sent directly to our digital press.

What file formats/applications are accepted for Print Ready Calendar files? We accept InDesign CS6, Quark 10, Illustrator CS6, and press quality PDF files.

## Additional File Preparation Information

**QuarkXpress/InDesign:** Must include all pages in one document laid out in printer's spreads. Make sure linked images are EPS or 300+dpi TIFFs or JPGs. Please remember to include the images, graphics and any fonts used in your document.

**Illustrator:** Must include all pages in one document laid out in printer's spreads. Convert all text to outlines. Please remember to include all linked images and fonts. Save and send file as an AI, EPS or PDF.

**Photoshop:** (this cannot be used for layout, only for images within layout) Resolution of file should be 300+ dpi. Save file as a PSD, EPS, PDF, JPG or TIFF.

**PDF:** We can also accept high resolution PDF files that must include bleed if applicable. Must include all pages in one document laid out in printer's spreads. All fonts must be imbedded. The "Press Quality" PDF setting is usually sufficient.

\* **Microsoft Word, Publisher, Power Point**, etc. DO NOT create "Print-Ready" files for output. Jobs submitted using these applications may be subject to additional charges to prepare your files for printing.

## FONTS:

- Fonts must be embedded in PDF files.
- Fonts must be outlined or converted to paths or curves in EPS or AI files.
- Some fonts have copyright restrictions and will not embed in PDF Files.
- Quark XPress/ InDesign: Fonts and images must be included with all files submitted.

\* After we receive and process your files, our pre-press department will let you know if the files need adjusting in any way.

## Frequently Asked Questions

### Can I create a file exactly to size?

Only if there is NO bleed required. Otherwise you must add 1/4" of bleed around all 4 sides of your files.

### What's a bleed?

It is the portion of the printed piece that will be trimmed off when cut to the final size.

### Why bleed?

The purpose of a bleed is to continue a color, image or design to the edge of the printed piece.

### Can I use images from my digital camera?

Yes. You do need to shoot all photos at the highest possible resolution on your camera to insure the best quality when printed.

### Can I use images from the web in my project?

Images copied from the web are not suitable for printing. Images on the web are RGB color and are usually 72 or 96 dpi. This is unsuitable for printing which requires 300+ dpi. If necessary we can attempt to recreate a logo or graphic from the web at additional cost, please contact us for a quote.

### Why did the colors print differently from the colors on my monitor?

Monitors display colors in RGB...not CMYK. Most monitors are not calibrated for color accuracy. There is also a wide range of gamma differences in PCs, Macs and various manufacturers of monitors. Room lighting can also have an impact on your perception of color. Due to the variety of consumer printers and inks we highly recommend you request a color proof with your order if color is critical.

## GBC FUNDRAISING

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Questions regarding or submitting your pictures, logos or artwork.