FILE PREPARATION GUIDE · VOL. 01

IS YOUR FILE PRINT READY?

Graphic Press

Supplying your own file? Save yourself from costly reprints and setup charges by making sure your file is setup properly before sending it. These helpful tips will get you the best quality finished project every time.

THE CHECKLIST SIX THINGS TO CONFIRM

01 CHECK YOUR SPELLING

Spelling mistakes are the biggest cause of reprints. We do not check your artwork for spelling, so always proof-read before sending us the file.

02 DOCUMENT SIZE

Making sure your design is setup for the correct size helps avoid printing mistakes or fees for resizing. Build the document at its final trim size before you start designing.

03 DOES IT HAVE A BLEED AND MARGIN?

If you want your background to bleed off the edge of the page without words being cut off, we need to have room to do so. The bleed guide below shows how much.

04 SET TO 300 DPI

300 dots per inch is the preferred image quality for our printers. If you are given the option, setting to 300 DPI or higher will give you the clearest result.

05 SET TO CMYK

CMYK is the colour profile used in print. If you are given the option, set your file to CMYK to get the most accurate colours.

06 SAVE AS OR CONVERT TO PDF

Print-ready files are PDFs. If you have the option to save your file as a PDF that is preferred, otherwise it should be converted to PDF before sending.

PROGRAMS WE RECOMMEND

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
CorelDRAW
Affinity
Microsoft Publisher
Canva

All of these can set a bleed and export a press PDF.

PROGRAMS WE DO NOT RECOMMEND

Microsoft Word
Microsoft PowerPoint
ChatGPT
Microsoft Copilot

These cannot hold a bleed, a trim size or a CMYK profile. Artwork from them usually needs to be rebuilt.

KRAFT FILL — BLEED, GETS TRIMMED OFF
OUTER DASH — TRIM LINE
INNER DASH — 0.125" SAFETY MARGIN

WHAT IS A BLEED?

A print bleed is when you extend the background colors or image beyond the final trimmed edge of a design. It acts as a safety margin for the cutter. By stretching the background 0.125 inches (3 mm) extra on all sides, then keeping all text an additional 0.125 inches away from the edge, you ensure that after the paper is cut, the ink runs to the very edge without leaving unintended white borders and keeping all text safe.

NOT SURE? REQUEST A PHYSICAL PROOF BEFORE THE FULL PRODUCTION RUN.

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