

**Quite a bit of the printing we do originates from customer-provided graphics or digital files. We'll do our best to work with your job in just about any form and advise you in advance of concerns that we have. Following our Press Guidelines for copy or files that you provide will help us save time (and your money).**

**Camera-ready Art and Copy** When you provide camera-ready originals for printing, they must be suitable for pre-press preparations, such as scanning, producing film or making other necessary conversions. If your original is not camera-ready, we may be able to fix that, but your cost will go up in relation to the time it takes. We will be happy to re-create your graphics (when possible) or re-key your copy.

**Digital Lay-out Files** Please provide either an editable document created in Adobe InDesign®CS4, Adobe Illustrator®CS3, Adobe Photoshop®CS3, FreeHand®MX (or earlier versions of any of these applications) OR a press-quality PDF. We may be able to open and convert later versions of Pagemaker files. We cannot use Microsoft Publisher® files. We can work with most .ai, .eps, .tiff, .jpeg and .pdf files. Art embedded in Microsoft® Word or Excel files is not suitable for press-quality output.

**Digital Text-only Files** Text files created in Microsoft® Word or Excel can be opened, viewed and printed if compatible with Microsoft Office® 2000 (and saved with “.doc” suffix, not “.docx”). We can usually open files from other word processing programs that are saved in RTF format or as TEXT files. Avoid keying anything in ALL CAPS; this may require that the copy be completely re-keyed.

**Hard Copy Required** Please provide a printed example of how your layout should look. Let us know if it is actual size or if you have reduced or enlarged it to accommodate your personal printer.

**Grayscale Files** Make sure your digital file is truly grayscale with black (K) as the only color used — not grayscale created by a combination of CMYK.

**Spot Color** For one, two and three color files, indicate Pantone® spot color(s). Make sure there are no CMYK or RGB colors embedded in the file.

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**Full Color** All full color files should be in CMYK color to be press-ready, though we can convert most RGB files to CMYK for you.

**Margins and Bleeds** Our standard minimum margin for jobs that have no bleed is 5/16" (0.3125"). All edges that bleed require at least 1/16" (0.0625") added to the desired finished size.

**Envelopes and Postcards** If you are providing a press-ready envelope or postcard file, make sure your lay-out is in compliance with USPS regulations. (If in doubt, we can show you these guidelines.)

**File Transfer** When submitting digital files, make sure all graphics and fonts are included, unless you are submitting a press-quality PDF with the fonts and graphics embedded. Convert all fonts to paths or outlines before sending us your files or generating your PDF to reduce to possibility of pre-press font problems. Compressing your files using a lossless compression software (such as StuffIt®) will reduce the file size and the potential for file corruption when transferred. If your total file size is 10MB or less, please email to: [info@printtyler.com](mailto:info@printtyler.com). Please call us regarding transfer of files larger than 10MB.

**Again, if your file is not press-ready, we'll be happy to do everything we can to make it so. However, this may delay your order and necessitate additional charges for the time involved. If you have any questions, please do not hesitate to contact us.**