

# Fast Copy File Requirements

There's a feeling of satisfaction when you submit a file for print and receive, "That's perfect – thanks!" as a response. Unfortunately, that is typically not the case, resulting in a frustrating back-and-forth discussion that can push timelines further and further out. Our handy checklist gives you everything you need to make the order process as smooth as possible to make your file "print-ready."

## QUICK VIEW

1. Accepted file formats: PDF (best results), JPG, PNG, TIFF
2. Document sized properly
3. High Resolution: 300 dpi
4. Color mode: CMYK
5. Bleeds should be at least 0.125" on each side with crop marks
6. Important text and logos should be at least 0.25" from the edge
7. Run spell check before submitting your file
8. Be sure you are not using any copyrighted images
9. Physical proof samples are appreciated to ensure accuracy

Files that are not set up print ready and need to be manipulated for print will be charged a setup fee starting at \$10.00 (***UWRF stationary is not subject to this charge***).

*\*Fast Copy is not liable for reprints if you fail to follow these directions.\**

## Sustainability

Whenever you are creating physical media, it is essential to consider the entire life cycle of that item.

- Avoid plastics, especially expanded foam products (ex. foam core board), unless you plan to reuse it and it is not a one-time use item
- Return our packing supplies (paper boxes/tubes/manilla envelopes) for Fast Copy to reuse
- Have a stack of scrap paper? Consider having us pad them into notepads for note-taking

***Standard production time is two to three days***, with the additional time needed for high quantities and during peak periods (University events, holidays, etc.). ***ONE week for large format (poster) printing***. Every job is different. Some jobs can be produced in minutes, while some may take several days to complete. Let us know when you need your job completed, and we'll let you know if it can be done. We go to great lengths to meet even your most demanding timelines.

## MORE DETAILED INSTRUCTIONS

### File Size & Project Dimensions

Make sure your file is sized correctly for output (with bleeds if applicable). You can avoid any miscommunication about the size of your prints by setting them up with the exact dimensions (length x width) you want them to be produced. We recommend setting your graphic design software to measure units in inches (rather than pixels) to align your artwork with the units we use in the print shop.

### File Format

**Save your file as a high-resolution PDF** (with bleeds and crop marks if applicable).

Other acceptable formats: *EPS (Preferred for large signs and banners)*, *.JPG (Preferred for images)*, *.TIFF (Preferred for high-resolution images)*, *.ZIP (please do this if there are more than 3 files)*, *.XLSX (Excel, mail mergers)*. **DO NOT** send Word, Publisher, or PowerPoint files.

### Spell Check

Be sure to run a spell check before submitting your file. It is always good to have a second (or third) pair of eyes proofread your project.

### Colors

Convert all RGB and Pantone spot colors to CMYK color mode for full-color print jobs. For black and white print jobs, use grayscale color mode (not CMYK or RGB).

### Resolution

300 dpi resolution or higher is required. Avoid taking low-resolution pictures from the web because they are usually 72 dpi or lower. Files with resolution lower than 300 dpi can be printed, but the results may be unsatisfactory. While your computer screen will display low-resolution images well, they will look rough, blurry, and jagged when printed.

### Bleed

Printers need a little wiggle room to account for variations and shifts in the printing process. A bleed provides that wiggle room; it extends the edge of an image or color area a small margin past where it is intended to be cut. This ensures that nothing of importance is cut off and avoids strips of white paper showing on the edges of your print when cut to size.

#### BLEED 1/8 (.125) inch

Bleed refers to an extra 1/8" of image that extends beyond the trim area of your printing piece. The project is printed on an oversized sheet that is cut down to size with the appearance that the image is "bleeding" off the edge of the paper.

#### TRIM LINE

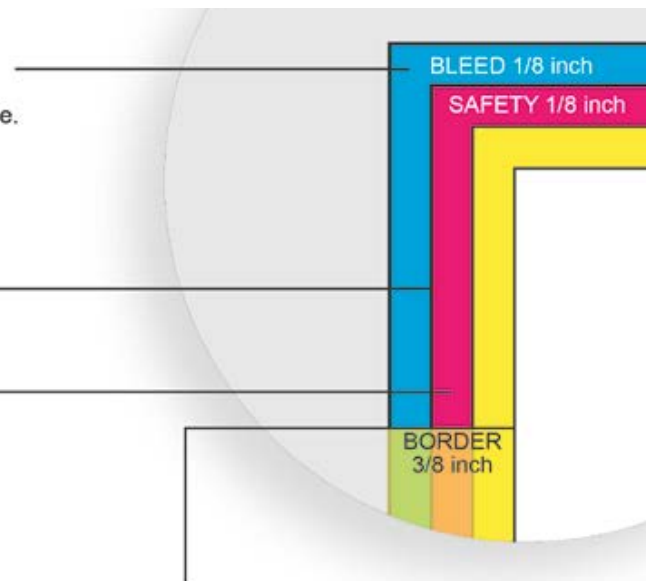
The final size of the document after the last cut is made.

#### SAFETY

The safe area or inner margin in which to keep all important elements within to prevent them from trimming off, should be at least 1/8" inside the edge of the final trim size.

#### BORDERS

All Framed Borders must be at least 1/4" from the trim line or 3/8" from the bleed line.



**Fonts**

Outline your fonts to avoid font changes from computer to computer. Font size should be 8 points or more for people to read it easily after printing.

**Image Content**

Be sure you are not using any copyrighted images (e.g., anything you do not have permission to print/use that is owned by someone else). This can vary from images you "found on Google", well-known licensed characters such as Marvel or Disney characters, to images from professional photographers. If it has a "watermark" on it, odds are you don't have permission to print the file. Fast Copy staff will not print your project if you use illegal images!

**Transparency**

Never use shadows, glows, or any other transparency (image or otherwise) on top of a spot color. Always convert your spot color to CMYK for full-color jobs and flatten all transparencies before sending.