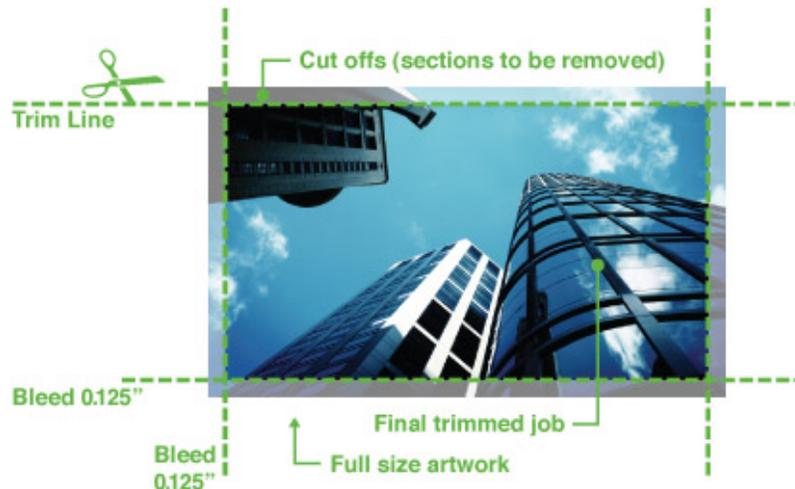


Fast Copy File Requirements Checklist:

1. Accepted file formats: **PDF (preferred)**
2. Document sized properly to the final size you are requesting
 - a. **DO NOT** send files multiple up on a page. We use templates to optimize paper usage.
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

Production Times:

- Standard: 2 days, longer for high quantities and peak periods
- Large format (poster/banner larger than 12x18) printing: One week
- Job completion times can vary; inform us of your deadline, and we'll accommodate whenever possible.

Additional Information:

- Files not print-ready will incur a setup fee, starting at \$10.00 (UWRF stationary exempt)
- Fast Copy is not responsible for reprints if instructions are not followed.

Sustainability Tips:

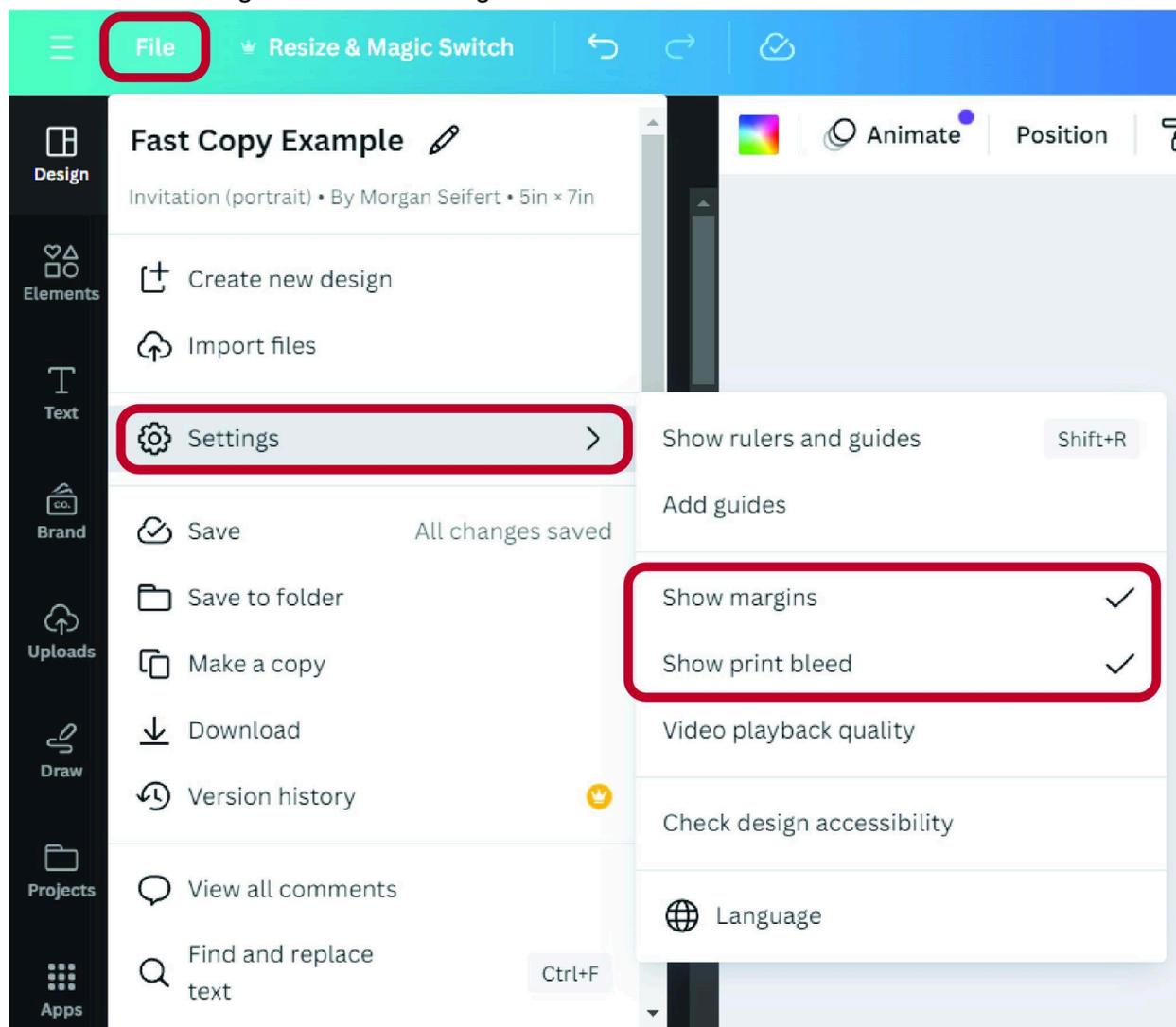
- Avoid plastics, especially expanded foam products (e.g., foam core board)
- Return packing supplies for reuse
- Convert scrap paper into notepads for reuse

CANVA -- Using margins and bleed

Margins - Turn on margins to ensure that important design elements aren't cut when printed.

Bleed - Avoid unintended white edges when printing to the edge of the paper.

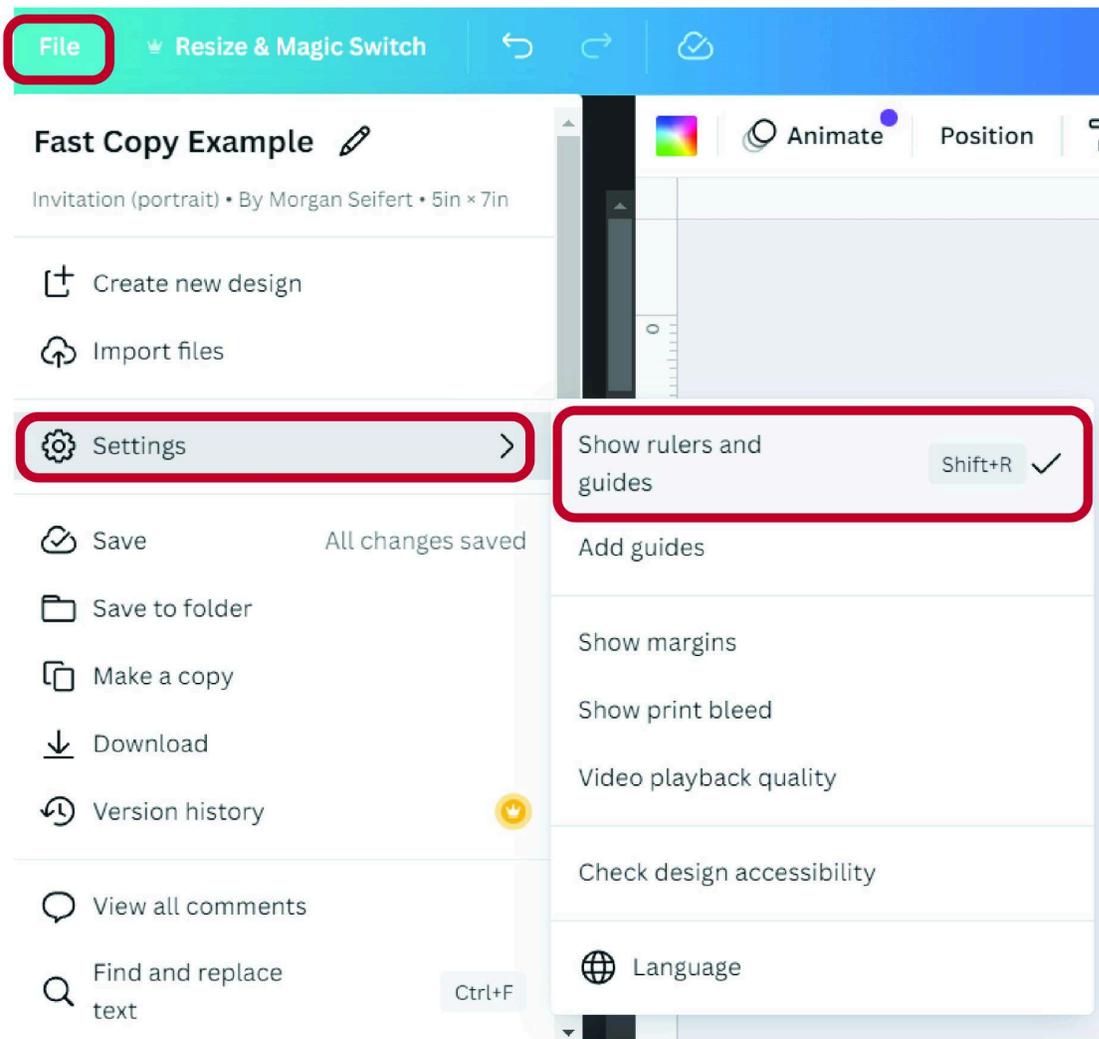
1. Create or open an existing design.
2. From the menu bar, select File, then View settings.
3. Select Show margins. A border of broken lines will appear on your design pages.
 - a. Edit your design, and keep important elements inside the margin.
4. Select Show print bleed. A border of dashed lines will appear close to the edges of your design. This bleed margin is fixed based on print production standards and cannot be adjusted.
 - a. If you see white gaps around the design edges, resize or stretch your background to cover them. You can also stretch elements that you don't mind being cut around the edges.



CANVA -- Using rulers and guides

Be more aware of your design's alignment and dimensions by using rulers.

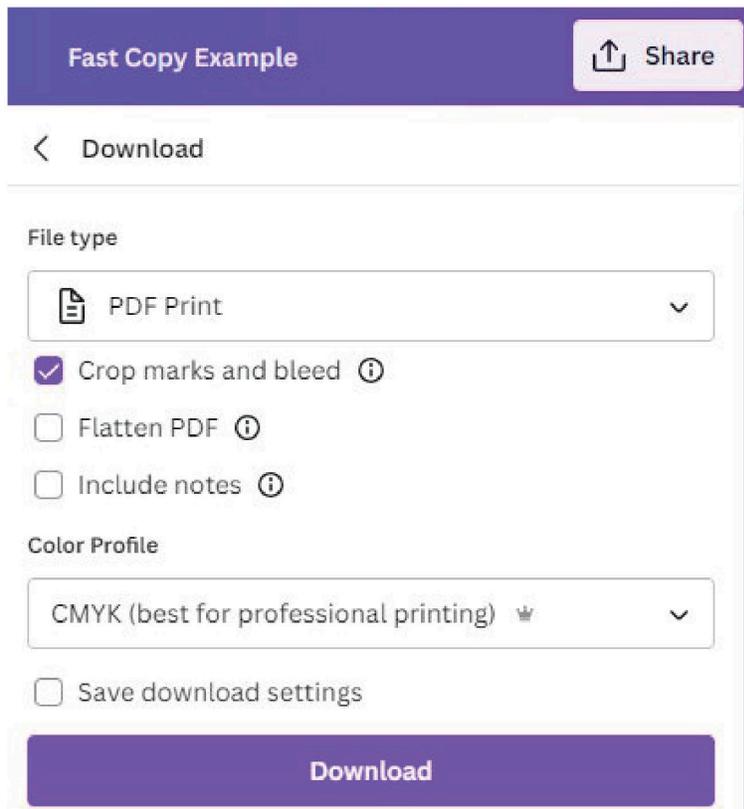
1. Create or open an existing design.
2. From the menu bar, select File, then View settings.
3. Select Show rulers and guides. Rulers showing dimensions in pixels will appear on the top and the side of your design.
4. When you click or move an element in your design, the rulers will be gray-highlighted. This is to help you determine the element's dimensions.



CANVA -- Adding crop marks

Add crop marks when downloading your design to mark where to trim the paper.

1. Add bleed to your design (see the previous section).
2. On the menu bar, select Share.
3. Select Download.
4. On the File type dropdown, select PDF Print.
5. Tick the Crop marks and bleed checkbox.
6. Select Download or Pay and Download.



The screenshot shows the Canva download settings interface. At the top, there is a purple header bar with the text "Fast Copy Example" on the left and a "Share" button with an upward arrow icon on the right. Below the header, there is a "Download" section with a back arrow icon on the left. Underneath, the "File type" section contains a dropdown menu set to "PDF Print" with a document icon and a downward arrow. Below this are three checkboxes: "Crop marks and bleed" (checked), "Flatten PDF", and "Include notes". The "Color Profile" section has a dropdown menu set to "CMYK (best for professional printing)" with a crown icon and a downward arrow. At the bottom of the settings is a "Save download settings" checkbox. A large purple "Download" button is positioned at the very bottom of the settings panel.

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: **JPG/JPEG** (*Preferred for images*), **Excel** (*only for mail mergers*) **PLEASE ZIP/Compress if there are more than 3 files,**

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

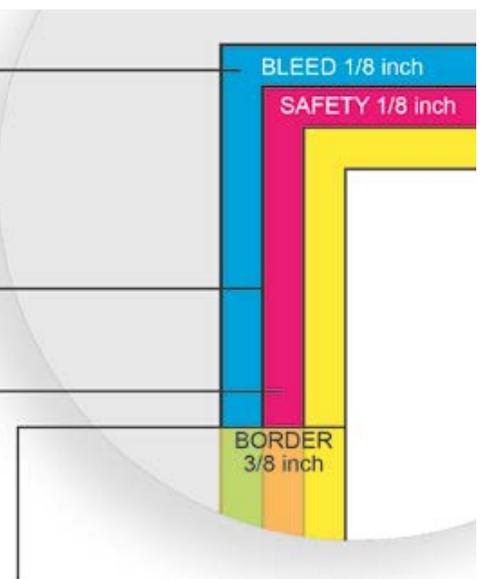
The final size of the document after the last cut is made.

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.