



## Are my files print ready?

When submitting your print files to PrintKOP.com, please take a minute to review the checklist below to make sure your files are print ready. To ensure a quality product, our print professionals will double check your files for you and let you know of any possible problems that may arise along with solutions to these problems.

**File Size**

The files submitted must be built to the final trim size of the product plus bleed. A standard bleed size is 0.25" larger than the final trim size. Therefore, if you are ordering a 4" x 6" postcard, then the size of the file submitted should be 4.25" x 6.25".

**Safe Area**

Any vital text or images need to be at least 1/8" in from the final cut size. Therefore, any text or vital images on a 4" x 6" postcard, should be within a 3.825 x 5.825" safe area. This way, no important information will be cut off.

**Fonts/Text**

Because all computers do not have the same fonts, you need to make sure that the fonts appear correctly when the file is opened up on another computer. Therefore, you need to either convert your fonts to outlines, flatten your image or embed your fonts into the file. If you are working out of a vector based program (Illustrator, InDesign, etc...), please make sure that you convert your fonts to outlines. If you are working out of Photoshop, please flatten the image. When you are using MS Publisher, please make sure that the fonts are embedded into the file.

**Resolution**

All files used for printing must use images that are at least 300dpi. Using images less than 300dpi will result in images that look fuzzy, blurry or pixelated.

**Color Mode**

Files that are going to be used for printing must be in the CMYK color mode to ensure color accuracy. Files created in RGB color mode may be converted to CMYK, however, their will be a variation in the color.

**Spell Check/Grammar Check**

Make sure that you proofread your final artwork and verify all spelling and grammar. As a courtesy, the Print Professionals at PrintKOP.com will proof the files again before we send them to print.

**Booklets/Catalogs**

When submitting artwork for multi-page orders such as booklets and catalogs, please submit them in one pdf at single page sheets (no double spreads) and in order. The first page should be the cover and the last page should be the back cover. Each page must be built with the bleed as well.

**Borders**

If you would like a white border around your artwork, please make sure that it is a minimum of an 1/8" thick from each surrounding edge. If you leave less than an 1/8", then your borders may appear uneven due to slippage when printing.

**Accepted File Types**

Photoshop (.psd), Illustrator (.ai or .eps), InDesign (.indd), Corel Draw (.cdr), Publisher (.pub), Powerpoint (.ppt), Adobe Acrobat (.pdf), Tagged Image (.tif), Joint Photographic Experts Group (.jpeg), Bitmap (.bmp)

*Please Note: If you have another file type, it's okay! Submit what you have and we will work with it.*

**Please Remember: If you have any questions, please feel free to give us a call or email us. That's what we are here for! 610-337-8484 or [info@printkop.com](mailto:info@printkop.com).**