

Colortech INC.
Creative Solutions

Bringing your ideas to life...in full color

Integrated Marketing · Design · Full-Service Printing

HOW DO I PREPARE PRINT-READY FILES?

For your convenience all files can be uploaded to our FTP via:
www.colortechinc.com

Bleed

What is bleed?

Bleed is the portion of the print piece that goes past the edges of the paper and will be trimmed off when it is cut to the final size.

Why bleed?

Bleed ensures the continuation of color, images and design past the final trim size to prevent imperfections from possible cutting shifts. Please build your print-ready files with the appropriate bleed. We require ALL pieces to have at least .125" (1/8") of bleed on all sides. We will automatically trim the bleed off the edge, resulting in your desired trim size.

Note: Due to the cutting process we do not suggest thin borders around the edge of print pieces.

Safe Zone

All critical elements such as type, images, logos, etc. should be kept 1/16" away from the edge.

Trim Zone (bleed)

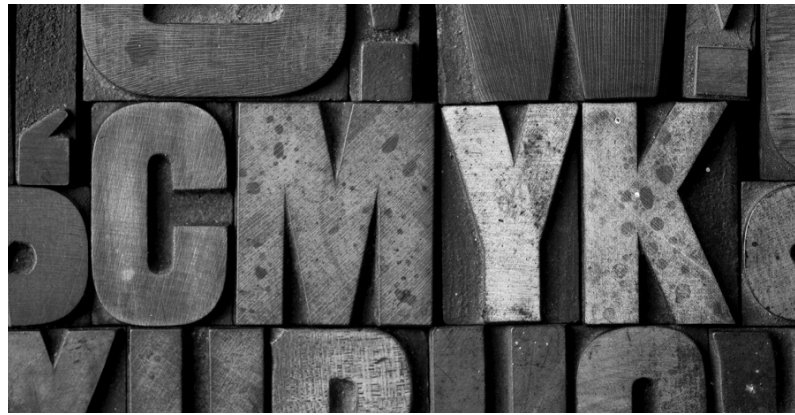
Allow a cutting tolerance of at least 1/8" bleed around your files.



Color Mode



All color artwork and images should be supplied in **CMYK** color mode. All spot colors should be converted to CMYK unless discussed with our team.



All black and white artwork and images should be supplied in **Grayscale** color mode.

File Formats

We ask that all submitted work contain a print-ready PDF with bleed & single pages and if possible, working files (in-case you request us to make a change). To package a file in InDesign go to File > Package (make sure your links, fonts, etc. are all selected), then save your file.

Resolution

All files and links must be provided at a minimum of 300 dpi (dots per inch) resolution. Most images from the web are designed at a 72 dpi and will not print at their best. If images are not 300 dpi there could be a substantial drop in image quality.

72 dpi, The image is jagged and not crisp

300 dpi, Clear image



FONT'S

Fonts must be embedded in PDF files. (Certain fonts have copyright restrictions and will not embed in PDF files.)

Embed all images and text in illustrator files. These elements are needed to open and work with the file.

Flatten all layers when working in Photoshop.

Have Questions? We can help!

Check in with our skilled team at:

csr@colortechinc.com

717.273.8107

Colortech Inc. Creative Solutions

232 S. Ninth St.

Lebanon, Pa 17042

www.colortechinc.com