



Design File Submission Guidelines

To ensure your files move through the production process as quickly as possible, please follow these simple guidelines. If you have any questions or concerns, just send an email to design@printsourcegroup.com. We're happy to help.

1

OUTPUT PRESS QUALITY ART FILES

Create a Press Quality PDF

Please ensure crop marks are included, bleed is set to 0.125 in., image quality is set to "Maximum" and resolution is set to "300 pixels per inch" or higher.

&

Package All Source Art Files and Associated Assets

(including linked files and fonts)

If your source art files originated in InDesign and your version is greater than CS6, please create and include an InDesign Markup file (IDML).

2

COMPRESS FILES

Create a ZIP File for Each Separate Document

Compress each document and its associated assets into an individual ZIP file.

3

CREATE A GO BY PDF

Create a Low-Resolution PDF ("Smallest File Size") of Each Design Document

This allows our quality review experts to verify the production output is rendered correctly.

4

UPLOAD

Upload the Separate ZIP and PDF Files to PrintSource's Hightail Uplink

printsourcegroup.com/upload/