Print Artwork **Guidelines**

To ensure the highest quality output, review and follow these guidelines.

Artwork must be setup at the correct proportion and at print-ready quality. Final print files should include at least a **1/8 inch bleed**. Artwork should be created at actual size, however for larger files, such as banner artwork, files can be scaled down (should be no smaller than 300dpi at quarter size) to accomodate the limits of the software. Ensure all images are saved at high resolution 300dpi (or a minimum of 100dpi at final size).

When providing packaged InDesign or Illustrator files, please ensure all links and fonts are included. Photoshop files with text or vector smart objects need to be saved out as .EPS or .PSD to retain vector propoerties. If your artwork uses Pantone colors (PMS), please supply a Pantone color reference. Due to printer limitations, some colors are more likely to be achieved than others. Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print-outs can be used as a reference for color matching.

Example Print File – NewHopeNetwork_EW18_BloggerSign.pdf

Print Artwork Checklist

- ☐ 1/8 inch bleed included
- ☐ Files submitted at actual size (or correct proportion if scaled down – no smaller than 300dpi at 1/4 size)
- ☐ All images converted to CMYK, 300dpi
- ☐ All links and fonts included (if providing packaged InDesign or Illustrator files)
- ☐ PMS color references provided (if artwork uses Pantone colors)
- ☐ PDF (Press Quality Setting)