



FILE PREPARATION AND SUBMISSION

The following guidelines are provided to help achieve the best possible quality, the most economical production, and the speedest delivery possible of your printed project. Please feel free to contact our prepress department with questions on file preparation by phone or at info@lisentinel.com.

Acceptable File Formats:

PDF (Press Quality)
Adobe Creative Suite
Adobe InDesign
Adobe Illustrator
Adobe Photoshop
QuarkXPress

Can use, but not recommended:

Publisher
Power Point
MS Word

Please submit:

- a hardcopy or digital proof with your working files
- finished size
- amount of folds (and type of folds)
- amount and kind of colors (ie. PMS, CMYK and 1-, 2-, 4-color; etc.)

File Names:

In order to make the pre-flight process more efficient, please use unique file names for files you are submitting. The file name should reflect the job name that was given when ordering. Example: gboehmer_4x6.pdf

Resolution, Images, and Fonts:

We are a high resolution printer so we require all submitted images to be at least 300dpi (Dots Per Inch) and line art to be 1200 dpi. If you design a job at 72dpi or lower may cause the images to look bitmappy, broken up or fuzzy.

All fonts should be provided. When submitting a PDF, please make sure fonts are embedded and not subsetted; the subset button should be clicked off.

Bleed, Trim & Safety

Bleed: About 1/8 inch on all sides will be trimmed off. Anything that extends past the trim is considered bleed. Make sure that you do not have anything important in this area. Please make sure to include the trim (1/8 inch on each side) in your document. Keep important information at least 3/16 inch or 1/4 inch away from trim; this is the safety.

Borders

If your job uses borders, please leave a minimum of 1/4 inch on all sides.

FOR VARIABLE DATA JOBS

- Preferred format is Adobe InDesign, but QuarkXPress documents are also acceptable.
- Data files should be in the following formats: .CSV, .XLS, .XLSX
- Variable areas within the document should be labelled with corresponding field name or column name from the excel document.