

Prepress File Guidelines



Submit art to: orders@bsiprint.com

To ensure your satisfaction and the timely completion of your order, please note the following:

We gladly accept Mac-compatible files in the following applications and their earlier versions

Applications we accept:



Acrobat PDF (PREFERRED)



QuarkXpress®



Adobe® InDesign®



Adobe® Illustrator®



Macromedia® Freehand®

Applications we do NOT accept:

Word®

PowerPoint®

Publisher®

Excel®

Pagemaker®

To prevent delays, please provide all supportive file materials required to reproduce your job, including fonts and art. If submitting files via email, please make sure all files are compressed and archived in a .zip or .sit file. All art should be at least 300 dpi resolution to ensure a quality printed product.

PDF (PREFERRED)



1. All fonts must be embedded.
2. All color elements of the file should conform to the color specifications on page 2.
3. All placed graphics and images need to be high-quality and colored according to our guidelines for the product ordered. Whenever possible, place vector images into the layout before converting to a PDF.
4. Please use the standard 8 character naming convention (filename.pdf).

QuarkXPress®



1. Please send supporting graphic file(s) given the same name as the graphic(s) in your document. Do NOT change the name of the art after saving. This will make the graphic come up as "missing" or "modified". Place graphics at 100%. Placed graphics need to be high-resolution or good quality vector art to receive the best quality printed product.
2. Color all text and graphics according to the color specifications that follow on the next page for the type of product you are ordering.
3. If bleeds are needed, extend elements 1/8" (.125") outside trim area.

Adobe® InDesign®



1. If you are importing a graphic to your InDesign® document, be sure to include or embed the original graphic file. Place graphics at 100%. Placed graphics need to be high-resolution or good quality vector art to receive the best quality printed product.
2. Color all text and graphics according to the color specifications that follow on the next page for the type of product you are ordering.
3. If bleeds are needed, extend elements 1/8" (.125") outside trim area.

Adobe® Illustrator®



1. If you are importing a graphic to your Illustrator® document, be sure to include or embed the original graphic file. Place graphics at 100%. Placed graphics need to be high-resolution or good quality vector art to receive the best quality printed product.
2. Save the file as an Illustrator EPS or PDF.
3. Color all text and graphics according to the color specifications that follow on the next page for the type of product you are ordering.
4. If bleeds are needed, extend elements 1/8" (.125") outside trim area.

SPOT Color:

When submitting art, please use Pantone® Spot color library and provide a color composite with bounding box to finish size for reference. For conventional printing, all elements need to be specified as a spot color, NOT CMYK or RGB; Otherwise your order will be rejected. Please make sure you use consistent spot color naming conventions.

Standard Ink Colors (Spot)

Black	Red (PMS 185)
Reflex Blue	Process Blue
Green (PMS 355)	Dark Green (PMS 342)
Burgundy (PMS 207)	Gold (PMS 874)
Gray (PMS 423)	Teal (PMS 321)
Brown (PMS 168)	Orange (PMS 165)

When using a Spot Pantone® Color in your file, you **MUST** indicate the PMS numbers on your order form / purchase order and any other correspondence.

Digital Color:

The NexPress 2100 5-color digital press provides excellent results and true color reproduction on a wide assortment of paper types, including coated, uncoated, matte and textured finishes utilizing dry ink technology. Please follow these image requirements:

- Continuous tone images (e.g. photographs) at 300 dpi.
- Line art (e.g. logos) at a minimum of 600 dpi.
- If you want to capture more color gamut, images should be in RGB or Lab Color mode. We also accept CMYK.
- Include all screen and printer fonts.
- Do NOT compress your image. This can result in image degradation.
- Images should be in .tif, .eps, .pdf file formats.

We are able to reproduce approximately 68% of the industry standard Pantone® (PMS) book. By employing the 5th color element on the Nexpress 2100 (Red, Green, Blue), 86% of the PMS can be reproduced.

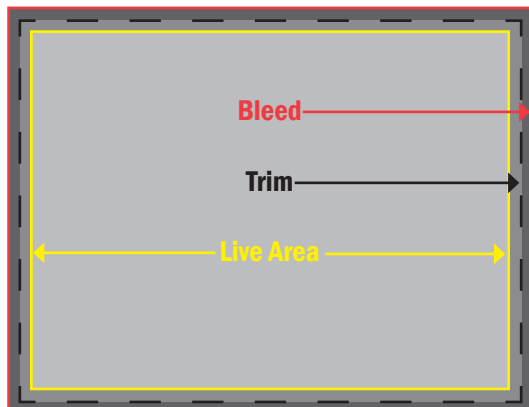
To maintain the digital color %, we recommend using Pantone® solid coated (C) or uncoated (U) library swatches.

Understanding Layouts:

Bleeds: An extra .125" (1/8") added to each side of final product size.

Trim: The final cut size of the finished printed product.

Live Area: At least .125" (1/8") from the final trim size. Do NOT place any images or text beyond these area to avoid it being cut off.



Understanding Layouts cont:

- Envelopes must allow .375" (3/8") from top and side.
- Letterhead must have at least .3125" (5/16") at top and bottom.

Product Sizes for Art Preparation*: (W x H) inches

Business Cards (BC)	3.5 x 2
Short Fold BC	3.5 x 3.75 (folds 3.5 x 2)
Full Fold BC	3.5 x 4 (folds 3.5 x 2)
Letterhead	8.5 x 11
Monarch Letterhead	7.25 x 10.5
#10 Envelope	9.5 x 4.125
#9 Envelope	8.875 x 3.875
#6.75 Envelope	6.5 x 3.625
6x9 Envelope	6 x 9
9x12 Envelope	9 x 12
10x13 Envelope	10 x 13
Invites	
4 Bar Embossed Panel	3.5 x 4.875
5.5 Bar Embossed Panel	4.25 x 5.5
6 Bar Embossed Panel	4.625 x 6.25
Matching Envelopes	
4 Bar	3.625 x 5.125
5.5 Bar	4.375 x 5.75
6 Bar	4.75 x 6.5
Memo Pad (short)	4.25 x 5.5
Memo Pad (long)	5.5 x 8.5
Postcard (regular)	4 x 6
Postcard (regular)	5 x 7
Postcard (large)	6 x 9
Bookmark	2 x 7
Sell Sheets	8.5 x 11
Letter Size Brochures	
Single Fold	8.5 x 11 (folds 8.5 x 5.5)
Tri-Fold	8.5 x 11 (folds 8.5 x 3.66)
Legal Size Brochures	
Single Fold	8.5 x 14 (folds 8.5 x 7)
Tri-Fold	8.5 x 14 (folds 8.5 x 4.66)
Tabloid Size Brochures	
Single Fold	11 x 17 (folds 8.5 x 11)
Tri-Fold	11 x 17 (folds 5.66 x 11)
Rack Cards	3.5 x 8.5
Door Hangers (large)	4.25 x 11
Door Hangers (regular)	3.5 x 8.5

*Additional sizes available. Please call for a quote at 800-840-6906

Please submit art and order to orders@bsiprint.com**

**If no fax copy is being sent, please indicate this in your email.

