

Submitting “Print-Ready” Jobs

- **All print ready files must be PDF files.**
- **Best advice:** call us before you create your document. We can save you time and disappointment with the final product by giving you a few hints and tips ahead of time. When you create your file, you may be using software, which we do not have (ie-Publisher). Creating a PDF of your program, memory book, newspaper, etc. ensures we will be able to print your job. Call us at 2200 if you have questions about this process.
- **“Print-Ready”** means you provide originals or a file, which needs no typesetting, photo scanning, or artwork. All we have to do is print your originals.
- If sending hard copy originals, they must be in good condition. Remember, the copies which you have printed using your desktop printer may look just fine, but that doesn’t mean they will reproduce well on our copiers, especially if converting from color copies to black copies. That’s another reason to supply a PDF.
- Yellow sticky notes can be a good way to give us specific directions. However, be sure sticky notes are exposed along the edge of paper. Sticky notes stuck in the middle of a page often get printed in the middle of a page.
- Number all originals on the back so the job can be kept in proper order.
- Leave 3/8 to 1/2 inch margins all the way around each page.
- Dark colored papers do not reproduce well, and marks from highlighters do not reproduce at all.