

Plum Grove Printers 2015 Acceptable File Formats

Types of File:

Macintosh and PC

Acceptable Programs:

Latest Version:

Adobe Illustrator (.ai, .eps)Version: CC
Adobe InDesign (.indd)Version: CC
Adobe Photoshop (.psd)Version: CC
Microsoft Word (.docx)Version: 2010 (PC)
Microsoft Word (.docx)Version: 2011 (MAC)
Microsoft PowerPoint (.pptx)Version: 2010 (PC)
Microsoft PowerPoint (.pptx)Version: 2011 (MAC)
Adobe Acrobat Professional (.pdf)Version: 11.0.0/DC
QuarkXpress (.qxd, .qxp)Version: 9.3

Always include the program extension as part of your file name.

Files with Bleeds:

Pull any element 1/8" inch beyond trim or edge of document if it should bleed.

Files with No Bleeds:

Be sure to leave a clear area of 5/16" inch for gripper on files set up to exact size of stock it will run on (i.e. a 8.5" x 11" flyer running on an 8.5" x 11" sheet).

Native Files:

- Include fonts used.
- Include placed images (photos should have a final resolution of 300 dpi, and bitmap or line art should have a final resolution of 1200 dpi). Acceptable image file formats are: .eps, .tif, and .jpg.)

CMYK Files:

Make sure all spot colors (Pantone, etc.) are changed to CMYK. Make sure all black type is 100% Black and not a build of CMYK. Make sure all RGB images are converted to CMYK.

Spot Color (Pantone Colors) Files:

Make sure there are no CMYK or RGB images. Make sure to change all elements in your document to your selected spot colors.

Mailing Panel:

If PGP is mailing the project, make sure there is a clear area of 3.75"-w x 2.875"-h for imprinting all the mailing information. Make sure to indicate to the Art Dept. if PGP is to add an indicia and which indicia to add. ALWAYS HAVE MAILING DEPARTMENT APPROVE MAILING PANEL BEFORE PRINTING.

PDFS ARE OUR PREFERRED FILE FORMAT.