



# Print Specifications

To ensure the highest quality results for your printed product please use the guidelines below before submitting files.

## Preferred File Formats

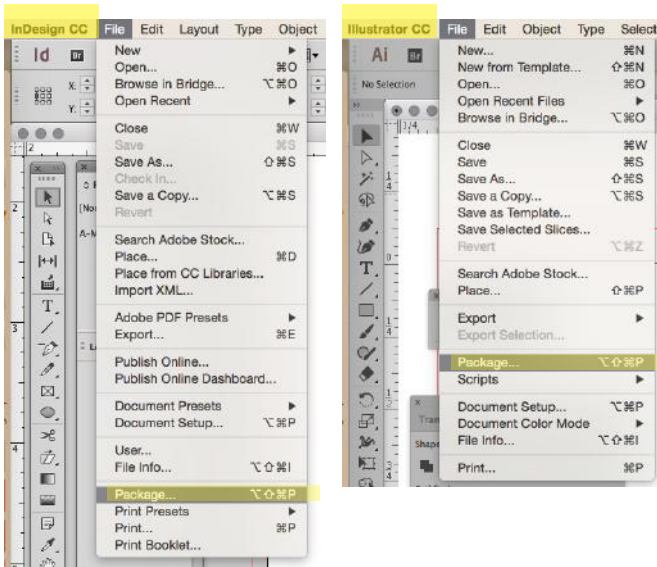
Acrobat  
InDesign  
Illustrator  
Photoshop

*Other file formats are accepted but may not result in optimum quality.*

## File Settings

### Page Size and Saving

*Pages should be created at final trim size and include 1/8" bleeds and trim marks before submission. If providing native (layout) files all links and fonts must be included. The "packaging" option should be utilized for InDesign and Illustrator files.*



## Colors

- All RGB, LAB, or Index color images and graphics should be converted to CMYK.
- Convert PMS colors to process unless printing as a Spot color.
- Rich black build is 20-Cyan, 20-Magenta, 0-Yellow, 100-K.
- Do not use Registration color for rich black, graphics or text.

## Graphics

- Logos created in a vector program such as Illustrator will produce the best print results. Quality is not lost when resizing a vector image.
- Logos and images provided in a raster program such as Photoshop should be 300 dpi at the final print size. The more a raster image is scaled the lower the quality of the final product.

## Fonts

- Provide all fonts used in files or create outlines before submitting final files.

## Uploading Final Artwork

- PDF and packaged files can be uploaded to Metrographics FTP site located at [metrographics.filetransfers.net](http://metrographics.filetransfers.net)
- Any folders or packaged folders should be zipped or compressed and the compressed file can be uploaded.
- Customers without a specific login can upload using the FileDrop feature shown below.

METROGRAPHICS  
PRINTING

File Exchange

**Login**

Username

Remember my username

Password

[Trouble logging in?](#)

**FileDrop**

[Upload a file without logging in.](#)

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