ultra graphics
more than a printer.

ARTWORK PREPARATION GUIDE

Supplying print-ready files will aid in reducing the costs and turnaround times associated with your project. Please review these guidelines before uploading your artwork. Feel free to reach out to your account manager or email info@mtprinter.com if you have any questions.

PREFERRED FILE FORMAT

Export or Save a PDF from your software using the **High Quality Print** setting to ensure your file will print with the best possible quality, as it optimizes image resolution, color profiles, and embeds fonts.

SUPPORTED NATIVE FILES

In addition to the PDF, it can be beneficial to **send us your native artwork files**. Native artwork files allow us to make changes to the file as needed (for an additional cost.)

Native files should be fully packaged with fonts and linked images. Layers should be organized and labeled appropriately – meaning that someone who has never worked with your file before could quickly discern its contents.

ACCEPTED FILE TYPES

We accept the following native artwork file types:

Adobe InDesign | .indd
PACKAGE FILE: Under the FILE MENU select PACKAGE and follow the prompts.

Adobe Illustrator | .ai
PACKAGE FILE: Under the FILE MENU select PACKAGE and follow the prompts.

Adobe Photoshop | .psd
Photoshop does not have a package feature.

Microsoft Word | .doc
Word does not have a package feature. Any artwork or photo used need to be sent as separate files.

Microsoft Publisher | .pub
PACKAGE FILE: Under the FILE MENU select PACK AND GO then TAKE TO A COMMERCIAL PRINTER.

NOTE: While we can work with artwork created outside of the applications listed above, it is FAR from ideal. It will often yield poor results, lowering overall project quality while significantly increasing your costs and turnaround times.

BEST PRACTICES

Follow these best practices to optimize your artwork for print production.

DOCUMENT SIZE: The document size should match the final trim size of your project.

BLEED: Any artwork that prints to the edge of the document must extend beyond the document trim size by 1/8" (.125") on all sides. _When exporting to PDF, be sure INCLUDE BLEEDS_ is selected in the export settings _AND_ the bleed is setup in the document settings of the software you are working in.

MARGINS: All critical artwork elements (text, images, graphics, etc.) should have at minimum 1/8" (.125") space or "buffer" from the final trim size edge. In some cases, a larger margin is necessary.

BORDERS: Avoid using thin borders on the edges of your artwork near the trim line. The small shifts that happen during production may cause them to be uneven or trimmed off.

FONTS: All fonts are automatically embedded into the PDF when using the High Quality Print export setting. If packaging native files, be sure to include the fonts.

IMAGE RESOLUTION:
Pixel based images (Raster) should be at least:
- **Digital and Offset:** 300 DPI at print size (Ex: .jpg files)
- **Large Format:** 150 DPI at print size

Vector graphics are resolution independent. They can be scaled to any print size without losing quality. (Ex: .eps and .ai files)

CONVERT RGB COLORS TO CMYK: RGB images and colors should be converted to CMYK which is the standard color space for print production.

COLOR MATCHING SPOT COLORS: For spot color work use the Coated PMS or Uncoated PMS swatch libraries depending on the paper it will be printed on.

TRANSPARENCY EFFECTS: When using transparency effects (such as drop shadows or transparent overlays), convert all spot colors to CMYK and flatten your file before exporting a PDF. This helps ensure the effects are printed as intended.

Note: This is for PDF files only. Do not flatten your native artwork files.

IMPOSITION: Provide your files as 1-up (on a single page). Our prepress team will take care of setting it up on the press sheet based on the machine it will print on. Spreads should be turned off unless it is a saddle-stitched booklet.