

Submission Guides

General Guidelines

MARKET STREET

◆ P R E S S ◆

Please follow these general guidelines when submitting files to Market Street Press. Conforming to these requests will help ensure the quality, accuracy and speed of the proofing process.

Basic Guidelines:

- **Media Supported**
Zip, CD, DVD, FTP and Email
- **Image Resolution**
300-600 dpi at printing size
- **Links**
include all linked files (Be careful to check any vector links: it is quite common for these files to also contain links. Most layout programs [Quark XPress, Page-maker] will only notify you if a primary link is missing. They will not catch missing links within a link.)
- **Fonts**
Include all fonts needed. We recommend you outline all the type in art files.
- **Die Lines**
Set your die line on a separate layer whenever possible. Also, select a color not used in the file for the die line. Make sure to include a stepped die file containing overall sheet size if you need Market Street Press to impose your files to a stepped die line.
- **Colors/Swatches**
Remove any unused swatches. This helps avoid confusion when Preflighting your files. Make sure to note any Spot Colors that will be derived from CMYK. It is also helpful to attach swatches from a Pantone Swatch book.
- **Bleed**
We recommend 1/8" bleed for trimmed pieces and 1/4" bleed for die cut pieces. Please set up your document at the finished size and extend your bleed outside of the document.
- **Special Instructions**
Please specify any special set up instructions (screen match, varnish, spot coating, etc.)

File Formats Supported:

- Adobe Illustrator 5.0 - CS4 (PC and Mac)
- Adobe Photoshop 5.5 - CS4 (PC and Mac)
- PDF
- Adobe Indesign 1.5 - CS4 (PC and Mac)