

# File Specification Checklist

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- For best results** files should be built in CMYK mode  
*RGB and LAB color builds can cause drastic color shifts*
- All images should be CMYK and high-resolution**  
*Recommended 300 dpi (and not scaled up or down more than 20%)*
- If they must be used,**
  - Bitmap images (.bmp) should be a minimum of 800 dpi
  - Portable network graphics (.png) must be a minimum of 300 dpi
- Black solids** should be built as “Rich Black” 60 / 40 / 40 / 100  
**Black text** should use “Black” 0 / 0 / 0 / 100
- When providing PDF’s,** export as Acrobat 7 (PDF 1.6) or higher and turn on bleeds and marks
- PDF files for print must be CMYK, high resolution, print quality, in correct page order, with all fonts embedded and with bleeds
- All files should have **at least 1/8 (0.125) inch bleed**
- Submitted files should include all NOT TO PRINT items** (perforations, scores, folds, dielines, FPO) as Spot colors as list in our [Die Line Legend](#)
- When sending open application files,** include all fonts used—printer and screen fonts plus fonts used in any images, then zip packaged folder before uploading to FTP site  
*Include fonts with InDesign’s “Package” or Quark’s “Collect for Output”.*
- All files sent should **include some sort of proof** (lasers, PDF, etc.)
- Set your workspace windows to your preferred layout and **begin creating!**