



Art Submission Instructions

For accuracy, quality and efficiency of time, please prepare art files as specified below:

Print ready file formats that we accept are:

Print ready means: correctly sized, CMYK, 1/8" bleed,

.jpg, .png, .ai, .psd

saved from Illustrator_ with all fonts converted to outlines and images embedded.

saved from PhotoShop_ with file flattened before saving as .pdf

.pdf

saved from Illustrator or InDesign_ with all fonts converted to outlines and images embedded.

saved from PhotoShop_ with file flattened before saving as .pdf

saved from Canva_ download as a pdf print.

Please submit your artwork following the guidelines below:

- **COLOR MODE** **CYMK** (If files are submitted in any other color mode i.e. RGB, we will not be responsible for the final printed color, or the cost to reprint.)
- **ARTWORK SIZE** 300dpi at 100% scale with **1/8" BLEED**, crop marks are not necessary.
- **IMAGES** All rasterized images must be embedded into the artwork.
(If the image doesn't look clear at 100% scale on your screen, it will not look clear when printed.)
- **COLOR** We can attempt to match PMS colors upon request, please include those in instructions. Keep in mind that digital printing cannot always match PMS spot colors exactly.
(When a PMS match is required, please make sure to send your files as an Illustrator.pdf (see above) as we will be unable to alter flattened Photoshop files.)
Make blacks Rich Black (C 50 M 50 Y 50 K 100) for the blackest print.
- **TYPE** Convert all fonts to outlines. WE DO NOT RECOMMEND TYPE UNDER 6 POINT

Sorry, we **DO NOT** accept artwork/logos/graphics submitted in Works, Quark or Corel.

To recap, please be sure that all files are print ready.

**FILES MUST BE CMYK • 300dpi • 100% scale • Fonts Converted to Outlines
Images Embedded • 1/8" Bleed • No Crop Marks.**

FILE TRANSFER;

Please zip files together (art and data files) before uploading to the order.

If unable to upload, please email to info@k12print.com

If files are too large to email, please use a file transfer website such as google, wetransfer, dropbox ,google, ect.

PLEASE CLEARLY IDENTIFY ALL FILES WITH YOUR ORDER NUMBER

Our experienced team is always here to help, so if you have any questions please don't hesitate to contact us at info@k12print.com or by phone 800-764-7600/

Revised 10/2022