

Supported File Formats

We accept the latest version of files in the following format:

- **Press-Ready PDF** (*Preferred—unless you anticipate the need for us to make alterations.*)
 - We recommend using **Press Quality Settings** for your pdf output settings; Be sure to include bleeds and crop marks.
- **InDesign, Illustrator, Photoshop, Quark, Microsoft Office, Microsoft Publisher**
 - Fonts included or outlined, images included or embedded, original layers intact
 - Please note that Microsoft Office uses the RGB color model—expect color shifts if your project is to be produced CMYK

File Requirements

To achieve the best results, the following guidelines should be met.

- **Layout** — A single file with single pages (not spreads), in numerical order (1,2,3...) works best, whenever possible
- **Color** — For 1 or 2 color projects, only those PMS colors intended for print should be used.

For all other projects, no matter if it is offset, digital, or wide format, we encourage you to keep PMS colors designated as a spot color. We will convert them to CMYK when necessary. For any color supplied as RGB, please be aware that a color shift will likely occur during production. See the section on proofing below.

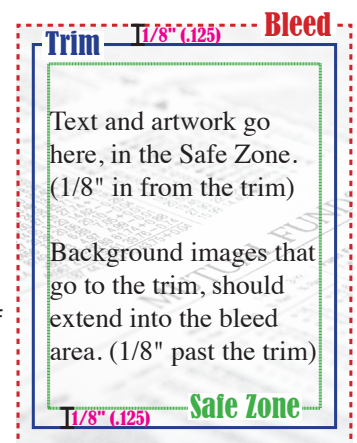
- **Image Format & Resolution** — Keep in mind when building your project, the key differences between Raster and Vector graphics...Each has it's pros and cons. **Vector images** are infinitely scalable, small in size, and very editable. They work great for logos and type. Examples of Vector format—**eps, ai and pdf**. **Raster images** are best for photographs due to their rich color variations but cannot be enlarged without losing image quality. Examples of Raster images—**jpg/jpeg, psd, png, tiff, bmp and gif**. When using raster images, keep the following guidelines in mind to achieve the best possible quality.

Offset and Digital Printing

(**300** dpi **Best Quality**, **150-299** dpi **Acceptable Quality**, **1-149** **Poor Quality**)

Wide Format Printing (determined by the viewing distance of the final piece.
(**300** dpi for a piece being viewed up close, **150** dpi (or less) for items being viewed from a distance (10 feet or more)

- **Safe Zone** — All critical elements (text, images, logos, etc.) must be kept at least 1/8" (.125) inside the print edge. Any objects that are within 1/8" of the edge may get cut off during trimming.
- **Bleed 1/8"** — for **Offset and Digital Projects** in which art goes to the edge of the trim and for **Wide Format Cutting** of letters/graphics (especially on a vinyl substrate).



Proofs

For color critical projects, we encourage you to review a hard proof (ink on paper). This is the best way to be sure that your expectations on the final product are met. Soft proofs (PDF) are ok for checking content but will not always accurately show color or other problems such as resolution.

File Submission

You may submit your files to Meridian by visiting the following web-page: <http://www.meridian-direct.com/connect-download.asp>