Electronic Art Requirements

Printing Services, Inc. is happy to accept artwork files for your printing projects. Below is a list of software we have available and specs for you to go by to avoid extra charges and lost time on your order. If you have questions please call us at 800-477-9260.

Preferred Programs	File Type	Other Programs Available	File Type
QuarkXpress 10	.qxp	Word	.docx
Adobe InDesign CC	.indd	Publisher	.pub
Adobe Illustrator CC	.ai, .eps	Power Point	.ppt
Adobe Photoshop CC	.psd, .tif, .eps		
Adobe Acrobat XI	.pdf		

QuarkXpress 10 or below

QuarkXpress files must be supplied with all the fonts and images used in the document. An easy way to do this is to go to the top menu bar in QuarkXpress to File > Collect for Output > Make a new folder > Check Layout, Linked Pictures, Printer Fonts, Screen Fonts > Save. All of the files needed will now be saved into the folder you created. Send this whole folder to PSI for printing. Also if the artwork goes to the edge of the paper allow for a 1/8" bleed on all sides.

Illustrator CC or below

On all files please create outlines on all the fonts and embed all photos. If photos are not embedded please send separately with with the Illustrator file. To create outlines on fonts, Highlight everything in the document > Command/Control A > top menu bar to Type > Create Outlines. Also if the artwork goes to the edge of the paper allow for a 1/8" bleed on all sides.

Photoshop CC or below

Photoshop files should be CMYK not RGB. If you have used any fonts please include them with the file. Also if the artwork goes to the edge of the paper allow for a 1/8" bleed on all sides.

InDesign CC or below

InDesign files should be supplied with all the fonts and images used in the document. An easy way to do this is to go to the top menu bar in InDesign to File > Package > Package > Continue > choose where to save folder > Package. All of the files needed will now be saved into the folder you created. Send this whole folder to PSI for printing. Also if the artwork goes to the edge of the paper allow for a 1/8" bleed on all sides.

Adobe Acrobat CC or below

All PDF files must have fonts embedded or subset embedded and correct color separation. To check the fonts on your pdf file in Acrobat go to File > Properties > Fonts > make sure all fonts say subset embedded or embedded after the font name. To check your color separations go to Tools > Output Preview. By checking and unchecking the different channels you will be able to see that the colors are separating correctly. On black/grayscale jobs the artwork must be on the black channel only. Spot color and CMYK color must be on their respective channels as well. Also if the artwork goes to the edge of the paper allow for a 1/8" bleed on all sides. There must **not** be security applied to the pdf, as we cannot bring it into our layout program to setup for presses.

How to get your files to PSI

Files may be emailed, on memory sticks, CD's or if files are to large to email you may put them on our website, below are instructions. Remember to include all fonts and images separately unless sending a pdf.

1. Go to www.myorderdesk.com/PSI
2. Click on the "send file" icon on the left side of screen
3. Fill in "project name," "notes" and contact information
4. Attach files using the "browse" button. For multiple files click for each.
5. Click Send File.

psi
printing services, inc.

www.psi2go.net

▲ belmond   ▲ fort dodge   ▲ webster city
800.477.9260   888.366-6488   800.728.1744