

Accepted Files

Adobe Creative Suite

InDesign (.indd, .inx)

Illustrator (.ai, .eps, .pdf)

Photoshop (.psd, .tiff, .pdf, .eps)

Adobe Acrobat (.pdf)

Quark Xpress (.qxd)

Freehand (.fh11 *or earlier*, .eps)

Microsoft Office Suite

Word (.doc, docx)

Excel (.xls)

Publisher (.pub)

Powerpoint (.jpg)

How do I submit my files?

Email

Smaller projects and files can simply be emailed to your sales representative.

FTP Site / Client

If you have a larger project, our FTP site will allow you to upload your files no matter how large they might be. Simply refer to our FTP tutorial online at www.cityprinting.com or have one of our sales representatives assign you a username and password to our FTP site.

Portable Harddrives / Flash Drives

Plan on stopping in? You can bring your project along with you. Our graphic design staff will be happy to help you transfer your files and make sure everything is in working order.

DVD / CD

Mail in or drop off your project via burnt DVD or CD rom.

Here are some tips to best submit your project:

“Package” your project

When working in InDesign, use the Package function. Menu: File > Package...

When working in Quark Xpress, use the Collect for Output function.

File > Collect for Output...

When working in Pagemaker:

Utilities > Save for service provider...

When working in Publisher:

File > Pack and Go > Take to a commercial printing service

These functions will ensure that all of the fonts, images, and spot colors used in your project are correct and included when you submit your files.

We also recommend including a high resolution PDF.

If your project requires bleeds, please be sure to allow for 1/8” minimum bleed in your document setups and any exported PDFs.

PDF files cannot be edited once submitted. Please remember to include the original files if you suspect changes may have to be made.

Pantone spot colors may not match 4-color process build results and visa versa. Keep this in mind when using Pantone spot colors in 4 color process projects.

Are you saving your files in a format we can use? Please refer to the compatibility list to be sure.

Are the images being submitted in hi-resolution? Low resolution files cannot be “fixed”. Photographs should be a minimum of 300 dpi for optimum image preservation.

All Microsoft programs may not have the capability to save spot colors when exporting PDFs. PDFs generated in any of these programs may have to be printed as either grayscale or 4-color process.