

***GREY PRINTING***  
**File submission guide**

# **IMPORTANT THINGS TO REMEMBER:**

All artwork **MUST** meet the following guidelines:

1. **RESOLUTION:**

Files should be submitted at **300dpi** at the requested document size.  
(i.e. 4.25x5.5 at 300dpi) *Documents below 150dpi are not acceptable for print.*

2. **BLEED:**

For documents that require ink to cover the entire document, include a bleed of at least **1/8th (0.125) inches**.

3. Flatten your artwork or package the file to include:

A. **FONTS :**

Send the font with the file or **convert text to curves** or outline text.

B. **LINKED FILES:**

**Embed objects** or send all linked files.

**WE DO NOT ACCEPT:**

GIF files, JPEG images from the Internet, or Pagemaker files.

# **TEMPLATES**

Please use the templates that are available on our website. Templates are provided in **Adobe Illustrator EPS** format only.

***All other files will be charged a one-time set up fee.***

## **QUICK STEPS:**

- 1) Download & Open template.
- 2) Place your art on YOUR ART layer only.
- 3) Make sure your art fits within the yellow-lined safety zone,  
anything beyond the safety zone will be considered a full-bleed.
- 4) Convert all text to outlined or curves.
- 5) Save document for your version of Illustrator
- 6) E-mail to Grey Printing.

*See next page for detailed instructions >>*

# TEMPLATES



## File Setup

Begin by placing your work on the **YOUR ART** layer only. You may add other layers, however be careful not to place anything on the layers marked Guides or Cropmarks.

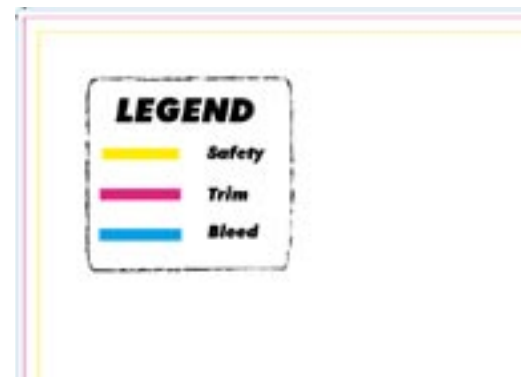
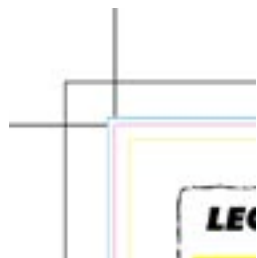
## Guides:

The template files are provided with guides and crop marks. Use the guides to fit your work for proper printing. Do not place any work on this layer, it will not print.

The **pink guideline** is the **trim mark** and align with the cropmarks. **This is where the artwork will be cut.** Note: Not all templates include crop marks.

The **blue guideline** is the **bleed area**. All jobs requiring print on the entire surface of the document must include 1/8" of bleed. For example, if your document is a 4.25 x 5.5" postcard, the background image must be 4.375 x 5.625".

The **yellow guideline** is the **safety area**. All text and images that cannot be trimmed must be within the safety area. Any art work that extends beyond the safety area will be considered a full-bleed document.



## Cropmarks:

Some templates include an extra layer for Cropmarks. These marks indicate where the item will be cut. Please keep these marks on top of your work when submitting the file.

# TEMPLATES

## Acceptable files



No Bleed



Full-Bleed

**Not acceptable**



**No Bleed**



**Full-Bleed**