



## Proper PDF Checklist

Please make sure that you comply with all of the requirements listed below . It is very important that you double and triple check your files before submitting your order. If your files contain any errors and we do not catch them, **you will be responsible for payment.**

### Common For All Printing Applications

- All line art scans 800 dpi
- All photo scans 300 or 400 dpi
- Embed fonts
- Create outlines for fonts when possible
- Always provide hard copy
- File must be Acrobat PDF file. You will incur a service fee if native files are sent, billable at \$85.00 per hour (minimum charge - \$50.00)

### For CMYK Printing

- Crop marks for bleed jobs only
- Set bleed at 1/8th of an inch (only if using bleeds)
- All color is CMYK and no spot colors
- File set to print at 100%
- Acrobat Version 5.0 or greater, using 'Press Quality' job options
- Nothing is in overprint

### For Spot Color Printing

- Crop marks for bleed jobs only
- Set bleed at 1/8th of an inch (only if using bleeds)
- No CMYK colors (pictures, logos, type etc.)
- No RGB pictures, logos, type etc.
- File set to print at 100%
- Acrobat Version 5.0 or greater, using 'Press Quality' job options
- Nothing is in overprint

### For Digimaster Printing

- Crop marks for bleed jobs only
- Set bleed at 1/8th of an inch (only if using bleeds)
- No CMYK colors (pictures, logos, type etc.)
- No RGB pictures, logos, type etc.
- File set to print at 100%
- Acrobat Version 5.0 or greater, using 'High Quality Print' job options

### Sending Files

- [www.acculink.com/sendfile/send\\_file.cfm](http://www.acculink.com/sendfile/send_file.cfm)
- **E-mail:**  
sales@acculink.com
  - file sizes smaller than 2MB
  - best to send compressed files
- **Fax hardcopy or include approved pdf for reference**
- **Ship DVD or CD with sample to:**  
Acculink  
1055 Greenville Blvd SW  
Greenville, NC 27834  
800-948-4110  
Fax 252-355-1994