



# Art Submission Guidelines



To ensure your files move through the production process as quickly as possible, please follow these simple guidelines. If you have any questions or concerns, just send an email to [design@printsourcegroup.com](mailto:design@printsourcegroup.com). We're happy to help.

STEP 1

## Output Press Quality Art Files

### Create a Press Quality PDF

Please ensure crop marks are included, bleed is set to 0.125 in., image quality is set to "Maximum" and resolution is set to "300 pixels per inch" or higher.

### Package All Source Art Files and Associated Assets

(including linked files and fonts)

If your source art files originated in InDesign and your version is greater than CS6, please create and include an InDesign Markup file (IDML).

STEP 2

## Compress Files

### Create a ZIP File for Each Separate Document

Compress each document and its associated assets into an individual ZIP file.

#### Example

For example, you are uploading a brochure, envelope, and mail file; the files you should upload are listed below:

- Brochure.zip (*Press Quality PDF, Source Art File (preferably InDesign), associated links and fonts*).
- Brochure-lowres.pdf
- Envelope-Art.zip (*Press Quality PDF, Source Art File (preferably InDesign), associated links and fonts*).
- Envelop-Art-lowres.pdf
- Mailing-lists.zip (*mailing-list.xls*)

STEP 3

## Create a Go By PDF

### Create a Low-Resolution PDF ("Smallest File Size") of Each Design Document

This allows our quality review experts to verify the production output is rendered correctly.

STEP 4

## Upload

### Upload the Separate ZIP and PDF Files to PrintSource's Hightail Uplink

[www.printsourcegroup.com/upload/](http://www.printsourcegroup.com/upload/)