

Designing Reference Guide

Designers Reference and File Preparation Guidelines

We have created these guidelines to help you avoid the mistakes that can happen when you are busy trying to meet a deadline. We will print your job on time, within budget, and at the highest level of quality. To help your job go smoothly, use the following guidelines when preparing your files. If you have questions, please feel free to contact us.

Turn Around Time Policy

Azusa Print + Design requires 24 business hours for most in-house jobs to be completed. Exact run time is determined by the key operator, other jobs in the queue, number of originals and final quantity. Large volume runs will require additional time, please plan accordingly.

Copyright Laws

It is the responsibility of each faculty, staff, student, and external client to identify and access compliance for each application reproduced.

How to prepare your files for print

1. PDF files are preferred. If submitting other file types please ensure fonts and graphics are linked or packaged within your file.
2. We need both the printer and screen version of each font; true type versions are best. You can also create outlines for each font used to ensure proper printing of fonts.
3. Include all graphic files you use in the document. Put them in a folder called "Graphics." You may have embedded them in the documents, but if the output devices we use do not have the actual files to link back to, the resulting images will come out at a very low resolution.
4. Make files exact size of finished piece, unless when full bleed is necessary; provide a 1/8-1/4in margin with crop marks. We can only digitally print up to a 12.5x18.5in with a full bleed on 13x19in size paper.
5. All content should be at least 3/16in inside the trim.
6. If your document folds, pay close attention to your panel sizes. Generally, the width of a panel that folds into another panel should be reduced by 1/16in. For thicker paper stocks, you will need to reduce your panel a bit more.
7. Design in CMYK, unless designing a CD/DVD label; design in RGB.

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8. TIFF and EPS graphic files are preferred, however if you need to use JPEG please ensure the resolution is higher than 800x800, be sure they are converted to CMYK.
9. Scan line art at 800x1200dpi, and Halftone or Pictures at 300dpi, save in or convert to EPS or TIFF format. When saving files in TIFF format, use Adobe Photoshop whenever possible, and do not use LZW compression.
10. Use File > Place to insert graphics or pictures into your document instead of copy paste.
11. When designing multiple page files for print, such as a booklet; no need to paginate, just remember to design in multiples of 4 for booklets.

Submitting Files for Printing

1. Send electronic files via email to azusaprintanddesign@apu.edu as an attachment. Remember to include a duplicating request form and all images and font files when attaching your documents.
2. Directly to machines: contact ext. 5078 to schedule an appointment for training.
3. Send CDs, DVDs, USB drive, or Hardcopy Originals enclosed in a sealed envelope through campus mail.
4. Walk in the drop off CDs, DVD, USB drives, or Hardcopy Originals.

Print Size Minimum Image Resolution Chart

Print Size	Pixel Dimension @250 dpi	File Size @ 250 dpi	Minimum Pixel Size to yield good prints	Minimum File Size to yield good prints
4x6	1000x1500	4.29 Megs	200x300	1 Megs
5x7	1250x1750	6.26	250x350	1.75
8x10	2000x2500	14.4	400x500	3.5
8x12	2000x3000	17.2	550x700	4
11x14	2750x3500	26.6	700x1050	5
16x20	4000x5000	57.3	1200x1500	9
20x24	5000x6000	85.9	1300x1560	12
24x30	6000x7500	128.8	1550x1937	17.5
30x40	7500x10000	214.6	1625x2166	20

*File sizes are full image sizes not compressed jpeg size. In other words your jpeg size will be smaller than the file sizes listed above. To view and display the file sizes listed about, open the jpeg in an image application such as Photoshop to check the Image Size.

If you need more specific information or have any questions, please feel free to call 626-815-5078 and talk with our staff for recommendations on your projects!