

# + File submission

## Standard formatting requirements

### Document

- Create your document in single pages to the size it will print.
- Bleeds must extend a minimum of 1/8" past the trim.
- Please allow an 1/4" margin from the trim for text and images.

### Images

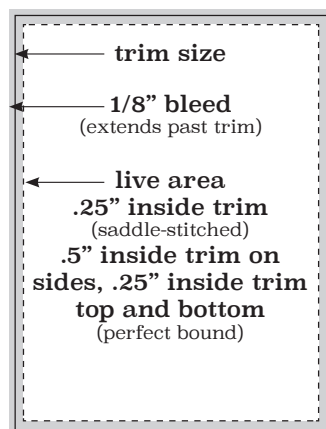
- For best results images should have a minimum resolution of 300 dpi at 100%. Images below 150 dpi are not suitable for printing.
- Make sure the file extensions remain intact on all files. If they are changed or omitted, they are unrecognizable when transferred.

### Colors

- If the file is to print using spot colors, be sure all art is created using the spot colors to be printed.
- Remove any unused colors from the color menus in the page layout program.

### Fonts

- Use only open type and true type fonts.
- Do not stylize fonts in page layout programs. If bold italicized type is desired, use the bold italic version of the font, not the font+bold+italic in a page layout program.
- Avoid system fonts.
- Be sure to supply the fonts for any artwork used in your document if they are not converted to outlines in the artwork.



## File submission guidelines

To ensure files are output as intended, all jobs should be accompanied by a hard copy printout, mock-up or PDF that represents the desired output.

### InDesign PDF Settings

Please submit PDF files as single pages. Do not submit printer or reader spreads.

The best way to submit artwork is a properly constructed PDF file from InDesign. Please use the following link to download and save [DavisDirectPDF.joboptions](#). The file can be saved anywhere, but we suggest you save the file to the InDesign program folder on your computer to make it easy to find. Simply go to the File Menu>Adobe PDF Presets>Define and a new dialog box will open. Now click the load button and navigate and open the DavisDirectPDF.joboptions file previously saved. This will add the DavisDirectPDF to the list of presets available when exporting PDF files from InDesign. By creating PDF files in this manner you can be confident that your files have been properly created for print production.

### Instructions for Packaging files in InDesign

- Go to the file menu and select Package...
- In the box that comes up, select Fonts in the menu on the left. Make sure no fonts are missing. Select Links and Images in the menu on the left. Make sure no links are missing. If any fonts or links are missing, resolve these issues before packaging the file.
- Click Package..., then click Continue in the next dialogue box.
- In the next window, select where you would like to save the packaged files. Make sure Copy Fonts and Copy Linked Graphics are checked.
- InDesign will save all images, fonts, and a copy of the InDesign file into the folder that it creates. We will need the entire folder and contents. Please zip the folder before transfer to ensure that none of the files become corrupt.

### File Delivery Methods

- Insite (contact your Davis representative for access)
- Electronically (Dropbox, WeTransfer, etc.)
- Email (Files less than 10MB)
- Media (USB flash drives)



(334) 277-0878  
davisdirect.com

1241 Newell Parkway  
Montgomery, AL 36110

1006 Opelika Road  
Auburn, AL 36830