

DIGITAL FILE & PROOF SPECIFICATIONS

FILE FORMAT

Adobe Acrobat PDF (preferred)

Illustrator CS
Photoshop
InDesign CS
Microsoft Word
Microsoft Publisher

Avoid low-resolution JPGs or PNGs for final production.

Native files need to be accompanied by fonts and artwork/graphics.

BLEED & TRIM SETTINGS

Always include a **minimum 1/8" (0.125") bleed** on all sides.

Keep essential content within the **1/8" (0.125") safe zone** to avoid trimming errors.

COLOR MODE & PROFILES

Set your file to **CMYK color mode** (not RGB).

Use industry-standard profiles for accurate color reproduction.

IMAGE RESOLUTION

Minimum of **300 DPI (dots per inch)** for all raster images.

Logos and icons should be vector-based whenever possible.

FONTS & TEXT

Embed fonts to prevent substitution.

Check text legibility at the final printed size.

LAYERS & TRANSPARENCY

Flatten unnecessary layers to avoid processing errors.

Remove hidden objects or unused elements.

Any additional spot colors or varnishes need to be supplied as layers or as a separate document.

PROOFING & PREFLIGHT

Double-check spelling, grammar, and alignment.

Run a **preflight check** to catch missing links, images, or fonts.

Trapping on files will be done through BOPI's Kodak Prinergy System.

VARIABLE DATA

Files that will print as versions need to be set up in the appropriate program in layers for each version.

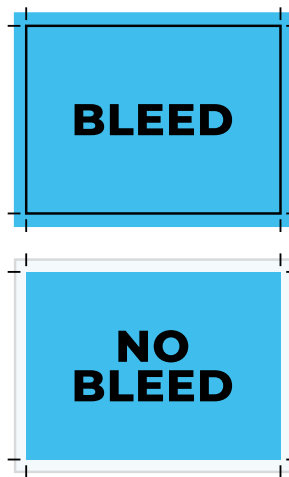
PHOTO FORMATS

EPS or TIFF without LZW

Photoshop settings are:

GCR Medium / Total Ink Limit 280% / Black Ink Limit 100% / Dot Gain 20

Maximum Ink Density should not exceed 280% for conventional print and 260% for digital print.



Ready to Print?

ACCEPTED MEDIA FORMATS

CD/DVD

Jump Drives

USB External Disk

Fire Wire External Disk

**DOWNLOAD BOPI'S
ADOBE PDF SETTINGS**

HOW TO SUBMIT FILES

An **INSITE** account can be set up for clients that want to use BOPI's INSITE Prinergy System to upload, process, proof, and approve their files online. Contact BOPI or your sales person for information.

**BLOOMINGTON OFFICE
UPLOAD**

**QUINCY OFFICE
UPLOAD**

**OWENSBORO OFFICE
UPLOAD**

EMAIL files less than 10mg to
prepress@bopi.com

FOR PREPRESS ASSISTANCE

Craig Long

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