

## How to set up your files to get the BEST POSSIBLE PRODUCTION RESULTS with Inkjet:

Setting your files up as suggested will ensure that we can produce high quality graphics in a timely manner.

## Inkjet Production

- Convert all fonts to outlines.
- For rich black, build the color: 100%K, 20%C, 20%M, 20%Y
- Supply CMYK files.
- Add 1/4" bleed to all sides (see image below). Bleed refers to background image.
- Build page layout to file size. (Don't put a 2" x 3.5" design on a 5" x 8" background.)
- Make sure that all linked files are included.
- The native resolution of each image should be 100-150dpi at actual size.
- All tiled images should be sent to us as 1 piece. We will tile them in production.
- Keep all content at least 1/2" inside the trim line.

### Upload Files

[sharpeimages.leapfile.com](http://sharpeimages.leapfile.com)

Select the COLOR option. Upload your files, adding your Sharpe Images contact's name as the attn. to: in the message.

*OR send a CD/DVD to*

Sharpe Images  
1020 Burke Street  
Winston-Salem, NC 27101

### Preferred File Formats

We accept all native files in Creative Suite up to version 5.5. If you work in other programs, please save your files as high resolution PDF or TIF files.

### Bleed



*ADDITIONAL NOTE: Your Sharpe Images contact does not have design software on their computer. Providing them with a PDF file of your design(s) helps them provide additional quality control.*

Files that are not set up print-ready are subject to a \$50 file preparation fee and a delay in production schedule.  
Call us with any questions at 800-688-0629.