

# CGS-IMAGING FILE REQUIREMENTS.\*

At the start of this New Year, we began automating our pre-press processes to provide better file handling and faster turn-arounds. Our new process now requires client files to be submitted within certain specs to ensure a more error-free and faster process from proofing to printing.

- **All files should be saved as PDF - v1.6, *at their expected finished size*, with any bleed included in the bleed box outside of the document size.**
- **Files may be saved at proportional percentages, as long as they scale up exactly to the expected finish size.**
- **At least .5” of bleed on all sides should be included in the bleed box with any file. Files missing bleed may have bleed generated from file edges.**
- **Bitmap images such as TIFFs and JPEGs are acceptable, but need to be saved at expected finish size. Bleed will be generated on our end.**
- **All files should be saved in the CMYK color space. Any RGB files will be converted into CMYK, which may create unexpected results.**
- **All transparencies need to be flattened • All fonts must be outlined • All images should be embedded.**
- **Specific Pantone colors that are required to color match must be placed within the files and called out on the Purchase Order.**

Any submitted files that fail to meet these requirements will stop the pre-press process and require corrected files to be resubmitted before production can start.

*Please feel free to contact us with any questions or concerns regarding the file set-up process to meet our requirements.*

*This is an ongoing process where requirements may change over time.*

*Thank you* - The team at CGS-Imaging

\* updated 2-29-24