

# Preparing Your Files

## Files

Daily Digital Imaging accepts print-ready files in any of the following formats: .pdf, .eps, .ai, .indd, .ps, .psd, .tif. In other words, we accept print-ready files saved from the following design software programs: Adobe Illustrator® CS3, Adobe InDesign® CS3, ®Adobe Photoshop® CS3.

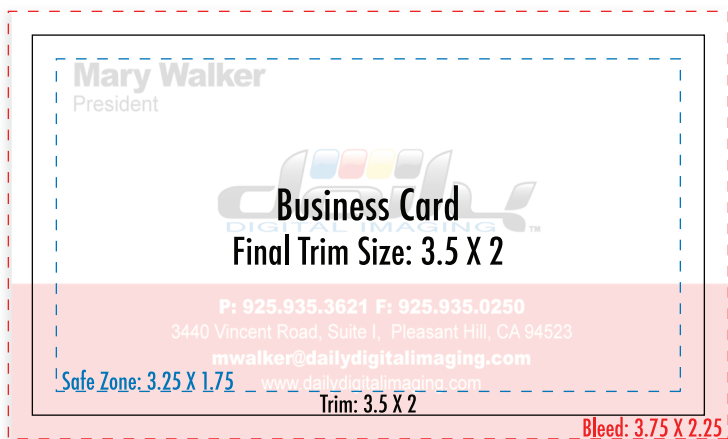
You can also provide us a CD with the native files, including images, fonts e.t.c.



## Bleeds

Daily Digital Imaging requires a 0.25" bleed around the perimeter of your artwork (.125 per side) to ensure accurate cutting (e.g., artwork for a 3.5x2 business card should extend to 3.75" x 2.25"). If your image has a white border on all four sides, bleeds are still required. If your image is not white on all four sides, you must include bleeds in print-ready files.

**Note: Our \$50 special business card orders require a print-ready file to qualify for the special. Please do not include crop marks in your files.**



## Bleed

The bleed area is an extra amount of printed image or border that extends beyond the trim edge of the printed piece 0.125 inches (1/8 inch) on all four sides. Your digital files must include this area of printed image or border.

## Trim

Our bindery department trims off only 1/8 inch that should be included in your digital file. Slight variations may occur as the paper can shift during the trimming process.

## Safe Zone

From the Trim edge, we recommend using a "Safe Zone" of 0.125 inches (1/8 inch). Do not place any critical design elements such as text and logos beyond the extent of the Safe Zone.

Daily Digital Imaging is dedicated to providing the highest quality printing to our customers. Please feel free to call us at: **925.935.3621** and speak to one of our production professionals. We will gladly answer any of your questions. Email us with artwork / artwork questions to: **production@dailydigitalimaging.com**