What kind of file do you need?
"Can you use this file?"

To edit or not to edit?
Some file formats offer greater opportunity to make last-minute changes than others, while some make it easy to open/print quickly. Each job is processed independently, so the files we use can vary depending upon what we will need to do with it.

For most jobs, the best starting point would be an Adobe Acrobat PDF. We have found these to be the most stable and usable for our production workflow.

Bleeds
In printing, bleed refers to image extending beyond the trim, or edge of the page. If a file does not have bleeds, but has images going to the edge of the page, we will need to enlarge the image, which means some of the image will be trimmed off the final piece. It's helpful if we are provided a file that has .125" of bleed on all sides. This compensates for the normal small inconsistencies in paper feeding through the press and helps the final product look more polished once it's been printed and bound.

Booklets/Saddle Stitching
Saddle stitched booklets are a great economical way to bind your multi-page booklet. Our press can even trim the edges for you. Booklets work when pages are in sets of 4. If your total number of individual pages is not divisible by 4, we must add some blank pages to compensate. Often, this would be an inside front or back cover. Other times they're simply added at the end.

UM color/branding guidelines
and the difference between web color for print and PMS color for print:
If submitting an item for print using UM colors, please use the CMYK (C0,M18,Y100,K0) or PMS (282 & 7406) numbers. Use the web/hex numbers for online/web designs ONLY. The web/hex numbers come out VERY differently on press than the UM CMYK or PMS numbers and will affect your final design a great deal.

File Transfer
UM email allows up to 25MB attachment per email. Should your files exceed that limit, or you get an upload failure message, you are welcome to use Dropbox to transfer your files to us. Some of our customers use Google Drive to send files, as well.