

## Preparing Your File for Print

**IMPORTANT:** Before starting your art layout, download item template from [PrintColumbus.com](https://PrintColumbus.com).

### Recommended programs for creating your designs (Mac or PC):

- InDesign
- Illustrator
- Photoshop

### Design Best Practices:

- ☐ Images: 300 DPI high-resolution. Images less than 300 DPI may not print as expected.
- ☐ Color: Use CMYK color. RGB colors may not print as expected.
- ☐ For vector art, convert type to outlines and save as .EPS
- ☐ Scans: 1200 DPI, bitmap format. Scans under 1200 DPI may not print as expected.

### Avoid Errors and Job Delays:

- ☐ Proofread and test print your files: print color separations, print a reduced copy, cut out and fold up - does the copy fall on the correct panels?
- ☐ Additional charges may apply if we need to modify your files. We are not responsible for errors in supplied files. If you have questions when preparing your file, feel free to email us at [support@printcolumbus.com](mailto:support@printcolumbus.com).

### Uploading Your File:

- ☐ Select your desired product from the catalog. This will take you to the Personalize page.
- ☐ Click the "Upload" button. In the next window, select the PDF artwork that you have saved.
- ☐ A pop-up window will appear with a preview of your artwork. If your artwork is ready as is, you should not need to make adjustments. Hit "Save."
- ☐ On the next page, review your file. You can download a PDF proof to check or hit "Edit" to upload a different file. Once everything is correct, initial the approval box and hit "Next."
- ☐ On this page, you can choose the quantity you need. Once you've selected your quantity, you can hit the "Update Price" button to see the new pricing. You can also review or change the artwork again on this page. Select "Add to Card" when you are ready to order.