Below are some guidelines to follow when creating print-ready files for submission to Creative Communications.

PMS Spot vs. CMYK

- **In-House Digital Press (iGen)**: Use **coated PMS spot** colors for in-house digital press (iGen) print projects when possible.
- **HP Indigo Press**: Use **CMYK** for HP Indigo print projects.
- **Offset Press**: Depending on project specifications, you may use either CMYK or spot PMS colors (or both) for offset print projects.
- **Large Format Printing**: Use **CMYK** for large format poster/banner print projects.

Bleeds

Please make sure you include **1/8" bleed on all sides**. This is the part of the image area that extends beyond the crop marks (page edges) to ensure there is no white space after trimming.
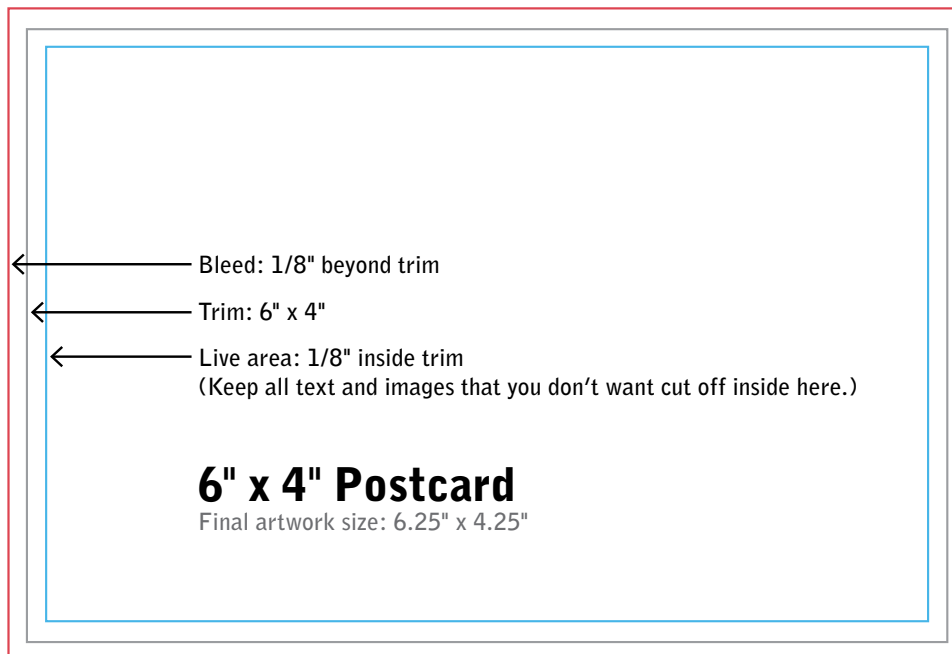
Sizing

Design the file at the **actual size** of the final, printed piece.

- PowerPoint – 56 inches by 56 inches is the largest PPT slides can go – note that this is not the optimum software to use when building files for posters and banners.
- Word – 22 inches by 22 inches is the largest that Word documents can be printed.

Submitting Files

- If using InDesign, please make sure that you send us packaged InDesign files.
- Always include a hi-res PDF when sending any file type (include Word documents and Publisher files)
- When ready, please submit your files via our online service request form: c2.washington.edu/request

Example:

Bleed: 1/8" beyond trim

Trim: 6" x 4"

Live area: 1/8" inside trim
(Keep all text and images that you don't want cut off inside here.)

6" x 4" Postcard
Final artwork size: 6.25" x 4.25"

If you have any questions, please contact your Creative Communications Account Manager.