

Printing Guidelines

- Always convert all fonts to path/outlines.
We do not install custom fonts.
- Always rasterize custom plugin/filter images
We do not install custom plugins.
- All images/graphics should be 300dpi-600dpi at full size.
Anything below 150dpi will result in pixelated printouts.
- Minimum recommended font size is 5pt.
Reverse type font size requires at least 8pt for visibility.
- Maximum printable area is 420mm by 297mm.
This includes crop marks and bleed area.
- There will be a 5mm non-printable border on all prints.
Request for SRA3/12x18 paper for full sized A3 prints
and A3 prints for full sized A4 prints
- Do not nest EPS files within EPS files.
Do not embed ICC Profiles within images.
- Our machines are calibrated for color consistency.
Color charts are available for your reference.

Printing Tips

- Prepare your files in PDF format in PDF/X-1a specifications. Remember to include all images/fonts/outlines in your PDF.
- Prepare backups in case. Export an extra PDF/TIFF file.
- If possible, ensure there is a 5mm bleed for all images.
- Leave all color spaces intact. Do not convert from RGB to CMYK or vice-versa unless explicitly required.
- Images/Graphics/Text on non-bleeding sides should be 10mm from the edge.
- Add in accurate crop marks for images with bleed.
- Cutting accuracy is +/- 2mm. Do not try to put thin borders on namecards.
- Ensure your images are of correct dimension and resolution. 90pixels by 55pixels is not a namecard size.
- The Xerox DocuColor is a CMYK Digital Laser Printer. Do not expect to print metallic gold/silver, Pantone HexaChrome or HiFi colors.
- If you are unsure, please call/email ahead to confirm.

Support Medias/Files

We support the following medias

- CDROM/DVDROM
- Compact Flash (CF), Secure Digital (SD), Multimedia Card (MMC), Memory Sticks (MS)
- USB Flash/HDD disks
- 1.44mb 3.5" Floppy Disks

We support the following software on Mac OSX / Windows

- Adobe PDF (.pdf)
- Adobe Photoshop CS (.psd)
- Adobe Illustrator CS (.ai)
- Adobe InDesign CS (.indd)
- Microsoft Word (.doc)
- Microsoft Power Point (.ppt)
- Microsoft Excel (.xls)
- Macromedia Fireworks MX (.png)

We can print the following file formats

- Portable Network Graphics (.png)
- Joint Photographic Experts Group (.jpg)
- Tagged Image File Format (.tif)
- (Encapsulated) Postscript Files (.eps, .ps)
- Windows Bitmap (.bmp)

The following file formats are usable but not recommended

- Macromedia Freehand
- Other graphic formats (.gif, .pcx, .tga)

Express Lane Printing

- Provide PDFs that follow PDF/X-1a specification.
- For multiple files of the same size, merge them to a single PDF.
- Ensure your files are complete before you print.
- Check and double check that your files are readable by a machine other than your own.
- Ensure your files are set to your desired printout size.
- Ensure images are not larger than 600dpi. Any higher just wastes time.
- Ensure fonts are pathed/outlined.
- Don't use floppy disks or USB 1.1 devices.
- Call ahead in advance to warn us if quantity is high.
- Follow the above advice :)

Things we don't print.

PrintStop reserves the rights to not copy/print the following ...

- Bank notes, coins of any domestic or foreign government, securities, national and local bonds.
- Unused postage stamps and official postcards.
- Revenue stamps or stamps issued under the tax law.
- Copyrighted publications such as books, photos, maps, plans, etc.
- Pornographic materials.
- Virus infested files.
- Files that we do not think that we can fulfil your expectations.