

File Submission Guidelines

Adobe or Quark Based Software

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- QuarkXpress

Document Size

Please set all pages to the final Print Size. For example, a 42x42 inch poster should be set to 42x42 in the document set up **NOT** 8.5x11. If the file bleeds, then the file must be submitted with appropriate bleeds and crop marks.

Image Quality

Large format image files should have at least 240 dpi @ 100% for output. If there is not enough resolution on placed images, the quality could be compromised.

Color Modes

Please keep color values consistent. All images (color swatches, logos, etc.) should be **either** all CMYK **or** all RGB throughout the document.

File Submission Guidelines for Microsoft Office Programs

- Microsoft Word
- Microsoft PowerPoint

Document Size

Please set all pages to 22x22. If you feel comfortable with editing the Page Setup of Microsoft PowerPoint files to create a document at the final print size, i.e. 48x48 (ambit), or 42x48 (copytech) then you should do so.

Image Quality

Controlling the quality of images in Microsoft programs can be difficult. Please try to supply us with files that contain images that have at least 240 dpi @ 100% for output. If there is not enough resolution on placed images, the quality could be compromised.

File Submission

For posters created in Microsoft programs, please submit two files for printing.

1. Native Microsoft file
2. PDF for proofing. Microsoft programs can frequently reflow text and drop-out graphics, so providing an accurate PDF for proofing is important to the success of the final printed piece.

For Ambit Press

If you are submitting Microsoft files, they can be compressed using WinZip and uploaded to <http://www.ambitpress.com/app/index.asp>

To submit a high-resolution, print-ready PDF of your poster from the programs listed above, please go to <http://www.ambitpress.com/policies-pdf.htm> and follow the instructions on screen to create and submit your PDF files.

Questions regarding file preparation or submission can be directed to Dave Morello at 617.876.3688 or solutions@ambitpress.com. Please refer to MIT HST Poster printing when calling or emailing.

For Copytech

Students can bring their files to Copytech in bldg. 11-004 or upload them to our server using Explorer, Netscape, or Safari at: <http://ctcfiles.mit.edu/copytech/>. They should choose the building11-004 file submission box, fill out the job ticket, and attach their file.

Please contact either Don Choate - x8-7794 or Scott Perrigo - x2-3575, or email both of Don and Scoot at: ctc-sendfiles@mit.edu.