ALL CUSTOMERS · FILE PREPARATION

Artwork Setup

FILES

Preparing Artwork

Before You Upload
Size, resolution, color, format

WHO THIS IS FOR

Anyone supplying their own print-ready file — retail, wholesale, or trade. If we are designing the piece for you, this sheet does not apply.

WHAT THIS COVERS

Accepted formats, size limits, resolution, and color setup. Where each add-on sits — grommets, contour cuts, pole pockets — is shown on the product page itself.

WHY THIS SHEET EXISTS

Most delays are file problems, not press problems. A file that has to be sent back and rebuilt puts your delivery date back by days, and the date you were shown at checkout no longer holds.

WHEN TO USE IT

Before you configure the product, so the file is ready the moment the uploader asks for it.

HOW TO DO IT

1. Build the file at the **exact size you are ordering**, at 1:1 scale. **Flyers are the exception: the file is the trim size plus 0.25 inches. Brochures are one PDF with 2 pages, the outside then the inside: each page is the flat size plus 0.25 inches. Booklets are one PDF: every page is the trim size plus 0.5 inches, and the page count includes the cover** (see step 2). Check width × height against your order before you export.
2. Bleed and safe area: **Flyers and Brochures need a 0.125-inch bleed on every side** (file = trim + 0.25 inches). **Booklets need a 0.25-inch bleed on every side** (each page = trim + 0.5 inches). **No bleed is required for any other product** — build the file true-to-size. Keep every critical element (text, logos, anything you cannot afford to lose) inside each edge: **1.25 inches for HD and Mesh banners; 0.25 inches for Paper Card Stock and Aluminum Cards; 0.5 inches for other products where declared. Flyers: keep text and important content 0.25 inches inside the trim. Brochures: keep text and important content 0.25 inches inside the trim and at least 0.125 inches from each fold line. Booklets: keep text and important content 0.25 inches inside the trim. Follow your product configurator**. This is the safe zone, separate from bleed.
3. Resolution: **300 DPI at final print size**, in CMYK colour mode.
4. Export as **PDF**; vector artwork is preferred. Four products also accept PNG — **Window Cling, Orajet Clear, Acrylic, and DTF Transfer**. Everything else is PDF only.
5. Flatten transparency, embed or outline every font, and set color to **CMYK**. RGB files are converted for press and bright blues and greens will shift.
6. Keep the file under **150 MB** and name it something you will recognise — that name appears on your order.

F

THE FILE IS READ, NOT TRUSTED

We check what a file actually contains, not what it is called. Renaming something to .pdf will not get it through.

S

150 MB CEILING

Over the limit, flatten or downsample and re-export. Splitting one design across two files is not a fix.

?

NEED A HAND

Call (520) 975-3674 or email Orders@FastPrintsUSA.com, Mon–Fri 4:00 AM – 9:00 PM MST.