



For more than a decade, Document Solutions Group (DSG) has been an approved vendor providing Premier Research Group with printing, publishing and global fulfillment services - consistently on time, accurate and on budget.

Our team receives tens of thousands of print files annually, most going straight into production. Whenever problem files arrive, we work to resolve file issues quickly with all efforts targeted toward meeting established time lines. But despite all our best efforts to rescue bad files, sometimes we just have to wait for new files. To help clients avoid potential delays caused by faulty files, DSG has provided a list of helpful tips to reference when preparing print files.



Convert all files to a PDF document

Regardless of the application used, always save your files as a PDF. Before sending them to print, carefully review the PDF version for undesirable format changes, as PDFs sometimes alter files.



Sizing Photos and Graphics

Printing output requires a minimum of 300 dpi at 100% output size. Any image of a lower resolution setting will usually display as low or poor quality when the image is printed.



Embed all fonts

Printing devices and software come with vast libraries of fonts and font styles; whenever fonts are missing from a print file, the devices default to a different font in order to compensate the missing font.

Unintended fonts may be slightly or totally different causing the body copy to appear differently than intended, which may change your entire page layout. Also note if you choose a font face that does not contain a corresponding bold version of that font then that font cannot print as bold.



Letter A4 Formatting

Sometimes clients will ask to re-size materials designed in A4 down to Letter size, or vice versa. Resizing requires us to distort the page image. While Font Types are very forgiving, graphics and photos do not scale as easily.



Password-Protected

Protected files can print individually, but they cannot be manipulated or imposed for production. We prefer to receive open files. You always password-protect the zip file if security is your concern. If you must protect your source files, then please include passwords in a separate email.



Documents for Binder Rings

Please leave .5" (or 12mm) on the left where the holes are drilled for binder rings. When holes are not considered, the documents usually require resizing to avoid drilling through copy.



Images Bleeding off Workspace

When creating an Photo or graphic bleed make sure the image area extends past the paper workspace dimensions. The designer should always allow the image or graphic to extend an additional .125" beyond the trim of the actual document workspace if you want to have a full bleed.