

# Vick Copy Website

## File Submission Guideline

Thank you for choosing Vick Copy for your printing needs. Please review the guidelines below to ensure your files are print-ready for press.

We will periodically update this document to address your questions.

### Scientific Research Posters

Please upload print-ready PDFs that are scaled to the appropriate size. If you are looking to print a poster that is 36" by 48" the file should be sized to that particular size.

We accept files in PDF Format, and PPT format in some cases. PDF eliminates almost all chances of any formatting issues or fonts not being available at the Vick Copy facilities.

In order to make file uploads quick and easy make sure your files are flattened and the layers are not visible as this will make a smaller compressed file size.

### Full Color Flyers / Postcards

Please upload print-ready PDFs that are at least 300dpi, and have bleeds included if you have a full bleed design. Full bleed refers to "no white edges". If your end goal is to have a 5" x 7" postcard, the file should be 5.25" x 7.25" with all important text between 4.75" x 6.75" so that when we send your job to our finishing department, none of the text is cut off and you end up with a product that is 5" x 7".

We accept files in PDF format, 300dpi, CMYK mode at the Vick Copy facilities.

In order to make file uploads quick and easy, make sure your files are flattened and the layers are not visible as this will make a smaller compressed file size.

<b>Final Product Size</b>	8.5" x 11"	5" x 7"	4" x 6"
<b>File Size Submitted</b>	8.75" x 11.25"	5.25" x 7.25"	4.25" x 6.25"
<b>Safety Zone For Text</b>	8.25" x 10.75"	4.75" x 6.75"	3.75" x 5.75"

## Full Color Booklets / Spiral Bound Booklets

When you submit a booklet printing project to Vick Copy, please make sure your files meet the specs below:

The booklet file should be submitted in a PDF format in a multi-page mode and not a reader spread. If your end goal is a 24-page saddle stitch booklet. Pages 1, 2 will be your front cover and pages 23, 24 will be your back cover.

The files should follow similar bleeds to the postcards / flyers mentioned above.

We accept files in PDF format, multi-spread, CMYK mode at the Vick Copy facilities. Adobe In-Design, and Adobe Illustrator are a great tool to prepare your full color booklets and have Vick Copy print them.

In order to make file uploads quick and easy, make sure your files are flattened and the layers are not visible as this will make smaller compression size.

<b>Final Product Size</b>	8.5" x 11"	5.5" x 8.5"	6" x 6"
<b>File Size Submitted</b>	8.75" x 11.25"	5.75" x 8.75"	6.25" x 6.25"
<b>Safety Zone For Text</b>	8.25" x 10.75"	5.25" x 8.25"	5.75" x 5.75"

If you are looking for specifics that are not mentioned above please send us an email at [info@vickcopyberkeley.com](mailto:info@vickcopyberkeley.com) and we can help you with your file setup for your next large print order.

This list is not comprehensive and is the standard file convention at most print shops. This article is only to assist you with your file setup. Please do your due diligence and make sure any fonts or special formatting is accounted for. Vick Copy will offer proofs at an additional cost if desired by clients.