Competition Magazine
Feature Page Guidelines

Miss Colorado
Rocky Mountain Princess

HELPFUL TIPS FOR PROCESSING YOUR PRINT JOBS:

1. When possible, send PDF Files for print
2. Include all images & fonts when collecting files for output
3. Include 1/8" bleed on all 4 sides of your document
4. Printing a Four Color Process job requires converting all images and colors to CMYK (cyan, magenta, yellow, black), as opposed to RGB or Spot Colors
5. Always link your graphics instead of embedding them
6. Do not rename graphic files after you save your documents.
7. Set black text to 100% black (Not 4/Color text)
8. For large solid areas of black, consider using a Rich Black

Above is a diagram of a typical document for print designs.

Trim Line: This is the finished size of the piece.

Live Area: The area that is considered safe to keep any important information within. For example, if an magazine's trim size is 8.5 in × 11 in, the live area might be 8.0 in × 9.5 in. This takes into consideration the binding. If art is placed on the left or right page of a spread, you don't want copy to be unreadable being too close to the spine. Large stitched books (more than 32 pages) with page numbers close to the trim edges should be discussed before art is finalized.

Bleed Area: The minimum bleed you need for a printed piece is 0.125 in (1/8 in) but some specs require more than that. So if you are working with an image in Photoshop and you're placing it in InDesign for print preparation, keep in mind the area you might need to use for the bleed.

Crop Marks: Indicates where to cut the paper.

Printing Blacks

Deciding When to Use Black vs. Rich Black

When printing a process color (cmyk) document with black color solids there are two types of black you can use:

Black (100% K) can be used for body text, barcodes and QRCs
Rich Black (60 C/40 M/30 Y/100 K) should be used when using blocks of black or large black headlines

Adobe Acrobat PDF File Prep

A PDF File can be created using many different methods. To create a pdf from InDesign, use the "Export" function in the File Menu and save using Press Quality PRINT settings (make sure to select crop marks and bleeds and NO Color Conversion).

If you own a copy of Adobe Acrobat Professional (this is not the same as Adobe Acrobat Reader), you can create a PDF from ANY application that supports printing. To create a PDF, simply choose "Adobe PDF" as your printer. Then simply choose the "Press Quality" preset when printing to the Adobe PDF printer.

Regardless of the method you choose to use in creating the PDF, a set of similar options will be available. The instructions included on this page assume you are using InDesign or Adobe Acrobat Professional. Please use these options as guide to help you determine what setting to choose in your application, and feel free to contact Connect Graphics for help or any questions you may have.

Design your artwork as you normally would while keeping in mind the specfications below about bleeds and colors.

BLEEDS
Please keep bleeds in mind when you are designing your artwork. If your artwork has a white border, then bleeds are not required. However, if your artwork is NOT white on all four sides, then you MUST include bleeds in your files. This area should be extended past the page borders, as indicated by the blue lines in the picture to the left.

BORDERS and SAFE AREA
The cutting process for printed materials has a mechanical tolerance of about .0625 or 1/16 of an inch. When using a border in your artwork, it is essential that your design use at least .125 or 1/8 of an inch of white space from your border to the cut line to maintain a symmetrical appearance.

It is also imperative that no text or essential parts of your artwork come within 1/16" of the trim line. Again, due to the mechanical tolerance during the cutting process, any content within 1/16" of the trim line may be cut off.

RESOLUTION
For optimal results your image must be at least 300 DPI (dots per inch), also known as Pixels Per Inch (PPI) at the final output size. Please do not attempt to change a low resolution image to a higher one by changing the DPI in your imaging software. It's impossible to add resolution to an image.

PACKAGING InDesign FILES
Please choose "Package" in the File Menu to start the packaging process. InDesign will detects errors, such as RGB/missing images, missing fonts and it will also indicate spot colors, etc. If errors are found, please correct them at this point and re-save your document. Repeat the "Package" process, making sure to select Copy Fonts, Copy Linked Graphics and Update Graphic Links in Package - which will create a folder containing a new "clean" document, separate sub-folders for the Fonts and Linked Graphics, as well as a report document. Zipping (compressing) the folder will create a smaller file, and allow a safer transfer the of packaged job via email or internet transfer (i.e. DropBox, Hightail, etc.)