

PDF Guidelines

Central Printing & Media Solutions can receive electronic documents in PDF format. Because the PDF format is feature-rich, a standard is required to restrict submitted content. The following guidelines will help to ensure that the created PDF documents meet the requirements of CPMS.

PDF Version

The PDF document can be created in Adobe Acrobat version 9.0 or earlier.

Fonts

All characters that make up the text of the document must be embedded. Embedded fonts may be limited to a subset containing the glyphs necessary to render the document.

Color

It is recommended that all color used in the document be converted to CMYK to conform to 4-color process printing. Spot colors or Pantone colors that are not converted to CMYK will produce a separate plate when processed. If the project calls for the use of a Pantone color please use keep documents setting set to spot color.

Images

Grayscale or Color images should be scanned at a minimum resolution of 300 dpi.

It is recommended to save images in a lossless format (e.g. TIFF or EPS) and that no compression be used.

All images within the document must be embedded.

Layers

PDF documents with multiple layers must be flattened prior to submission.

Security Features

Password protection and encryption are prohibited. Documents that are protected in this manner will not pass validation.