

ADVANCED ART FILE PREP GUIDE



Please follow these guidelines when preparing art to be submitted for your project.

LAYOUT FILES:

- **PDF** (.pdf)
 - Preferred format for art submission!
 - Please include the bleed area and save without template layer turned off.
- **Adobe InDesign** (.indd)
 - Up to version 2025 (v.20.5.0.48)
 - Please “package” all fonts and linked images OR export to hi-res PDF without template layer turned off.
- **Adobe Illustrator** (.ai)
 - Please export to hi-res PDF or EPS.
- **Adobe Photoshop** (.psd)
 - Please export to hi-res PDF.
- **QuarkXPress** (.qxp)
 - Please export to hi-res PDF.

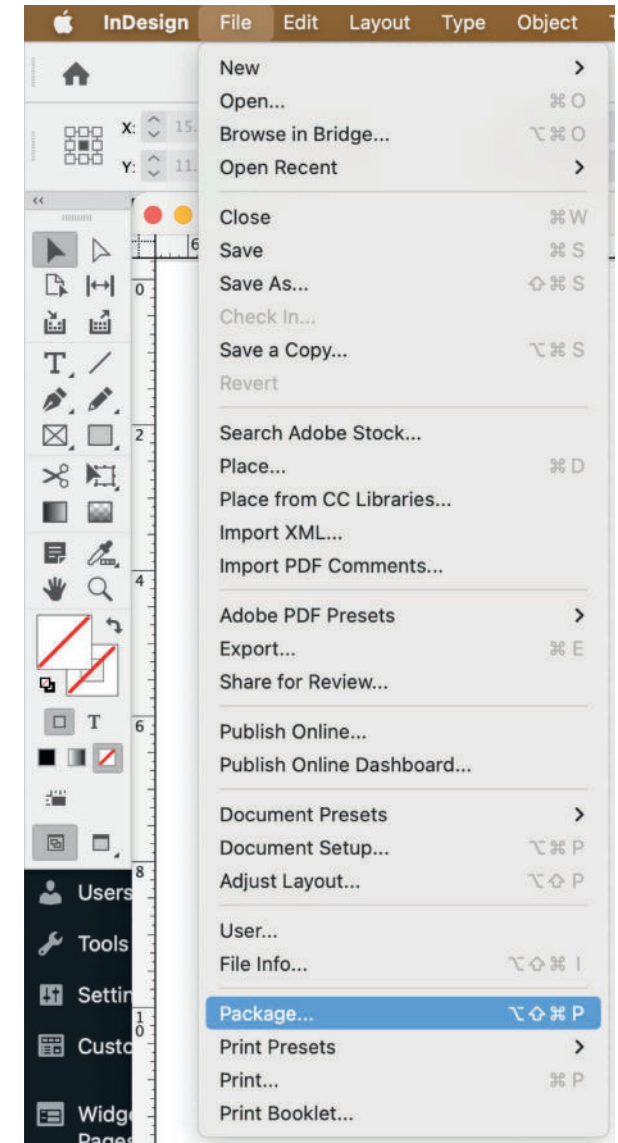
ALL FILES SHOULD BE SUBMITTED WITHOUT TEMPLATE LINES.

PHOTOS & IMAGES:

- **PDF** (.pdf)
- **Photoshop** (layered .psd, up to 2025, v.26.11.1)
- **TIFF** (layered .tif)
- **Photoshop EPS** (layered .eps, up to 2025, v.26.11.1)
- **Illustrator** (layered .ai, up to 2025, v.29.8.3)
- **JPEG** (.jpg, up to 2025, v.26.11.1)
- **Windows Bitmap** (.bmp)

Please avoid sending GIF or PNG formatted files.

These do not print well, as these are web display formats, and colors will not print accurately.



Packaging an InDesign file.

FONTS:

We accept OpenType or TrueType fonts.

PostScript (Type 1) fonts are no longer supported.

- When providing packaged files, please include all fonts used in your project (the packaging feature in your program will collect these automatically).



RESOLUTION:

- All files must have a minimum resolution of 300 ppi (pixels per inch) for standard images, and 800 ppi for bitmap images. We gladly accept higher resolutions as well.
- Please avoid any images obtained from the web. These are usually only 72 ppi and are not suitable for printing.

NOTE: Resolution used to be referred to as **dpi** (dots per inch), and dpi is still correct **printing terminology** (referring to the number of dots per inch, line screen), but in **design terminology** this is referred to as **ppi** (pixels per inch), referring to actual pixels, not to the dot pattern that is created during the creation of printing film/plates.

COLOR MODE:

- All files/images must be provided in CMYK (cyan, magenta, yellow, black) **or** official Pantone® (PMS) offset printing color mode. **Spot colors created with methods other than official Pantone® software are not supported.**
- Please provide all Black and White files/images in grayscale color mode.
- Please contact art@memphisvinyl.com for more information.

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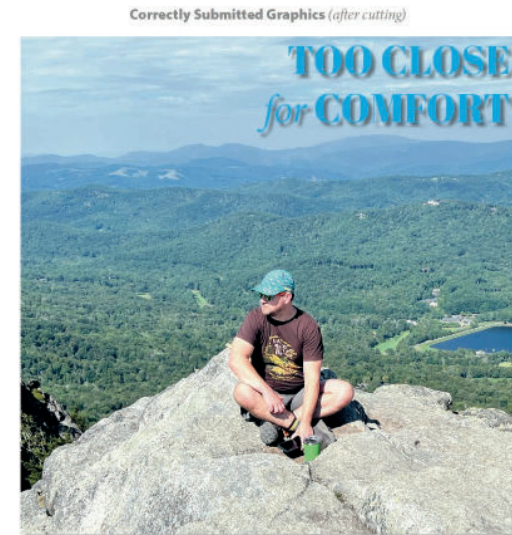
LEED:

The outer edge of the artwork is the “bleed area” that which will be cut off of the final product, so no important images or text should be placed within this area. Although an 1/8 (0.125) of an inch is the minimum, we strongly recommend you use a 1/4 inch (0.25).

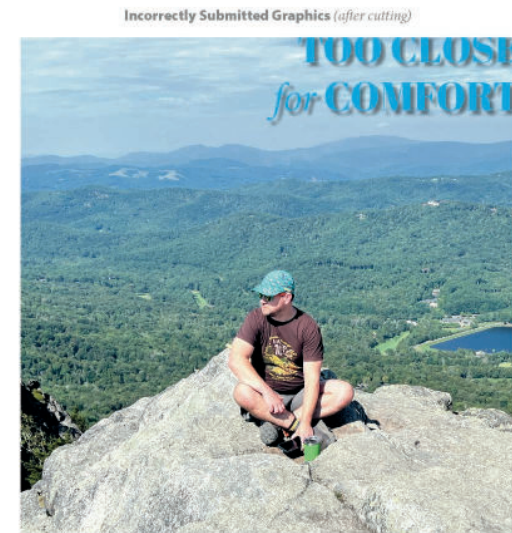
All of this is provided for you in our **templates**, which you can [download here](#). You'll also find out **PDF output preset**, and our **preflight profile** (which will help you troubleshoot files before sending them to us).

Here is an example of how the same file can be submitted incorrectly. If you notice, the file was designed with all of the type and important graphics right up to the edge of the canvas. This results in the cutting of logos, fonts, and important graphics.

Here is an example of the **CORRECT** way to submit your files:



This is an example of how **NOT** to submit your files:



SAFETY REQUIREMENTS:

There may be slight shifting in the finishing process. Please keep all critical elements at least 1/8 (.125) inch from the final cut line (finished edge). This is why we suggest that you allow 1/4 inch (.25) for bleed!



VINYL LABEL ART:

- Please submit all vinyl label (Center Label) art as a solid image with no knock-out (center hole).
- All previously mentioned color and resolution standards apply to the vinyl label as well.
- Pantone® color selections are recommended for solid color inks used on the vinyl label.
- All of our templates have guides showing the print area of our various label printing options.

You can download vinyl label print templates [here](#).

DELIVERY:

You may email your art files to your customer service representative at MRP. You may also mail a disc containing your art to the following address:

Memphis Record Pressing

ATTN: Prepress Dept.
3015 Brother Blvd.
Memphis, TN 38133

PROOFING:

Once we receive your art, we will double-check that it is formatted correctly and email you a proof. Please proof your materials carefully and closely! Also be sure to read the proof email, as it explains color variations and what to look for when proofing.

***If you have any questions,
please let us know!***

Rev: November 5, 2025

