Printingcenterusa.com

Fast, Easy & Affordable

File Format

Helpful Resources

File Formatting

It looks like you have submitted your files in the incorrect format! PrintingCenterUSA prefers PDF files created from the following applications. We also accept native files from these applications:


If any Microsoft Word document is submitted, we require that you also submit a printable PDF document with your order. We prefer PDF files but also accept TIFF, JPEG, INDD, PSD and EPS file types. If you're working in a program that's not mentioned above, the files must be exported as a PDF.

Note: Do not reduce the size of your PDFs - big file sizes are OK. We need the highest resolution to ensure that your files get printed with the best quality.

Reduced Size PDF:

High Quality PDF:

3
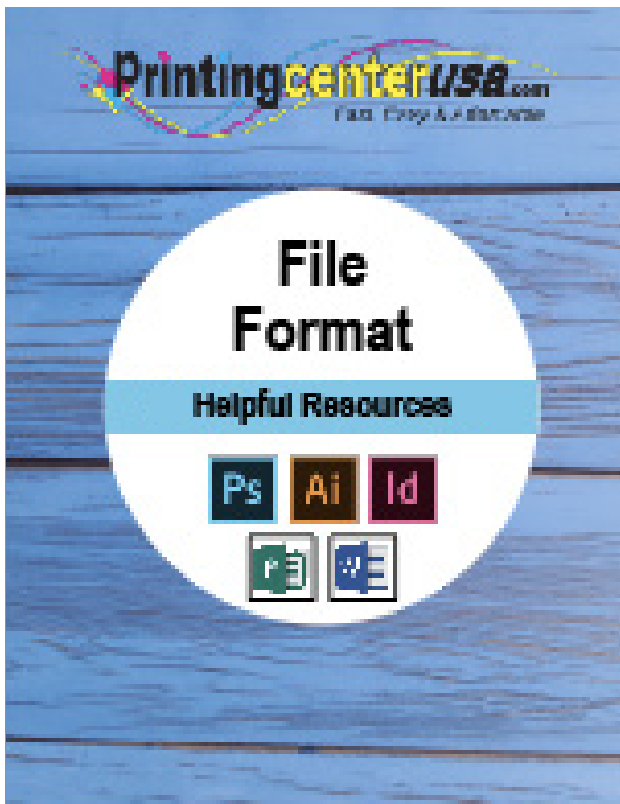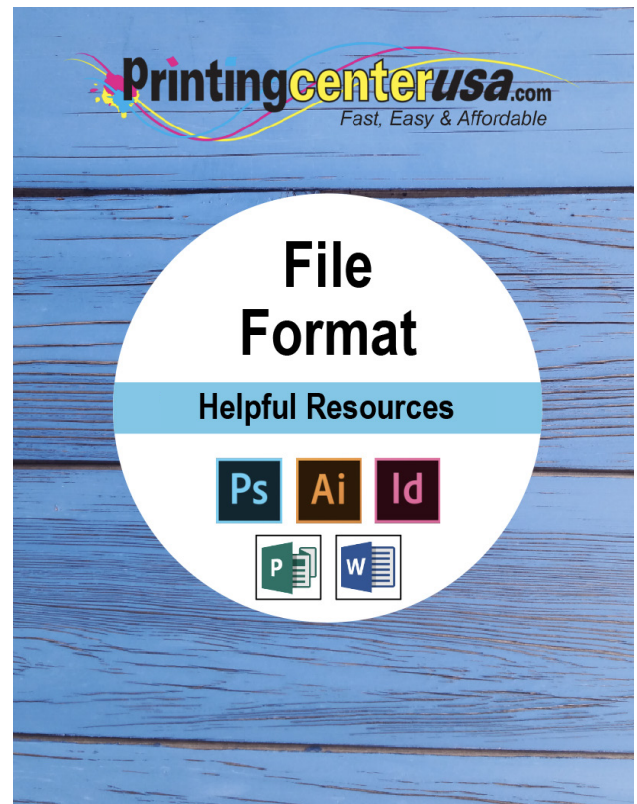
Adobe® InDesign
File Formatting

1 **Download PrintingCenterUSA Adobe PDF Settings**
- *CLICK HERE to download the zipped folder.*
- *Double click the zipped folder to unzip it - you will see the .joboptions file.*

2 **Install our PDF Settings**
In InDesign, click: File > Adobe PDF Presets > Define
2a *Click: Load and navigate to the .joboptions file*
Click: Open (PrintingCenterUSA will now show under Presets)

3 *Save PDF*
Click: File > Export
3a *In the Format dropdown, select: Adobe PDF (Print) > Click Save*
3b *In the dialogue box: Under Adobe PDF Preset dropdown, select preset option PrintingCenterUSA > Click Export*

Need More Help? Click here!

4

Adobe® Photoshop
File Formatting

PrintingcenterUSA.com ©
Fast, Easy & Affordable

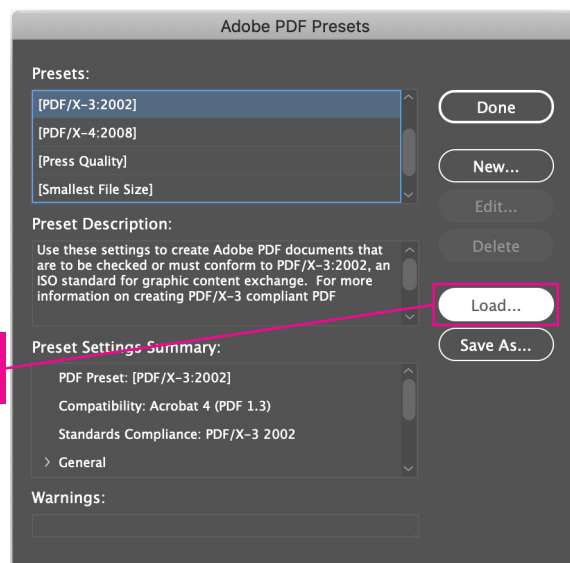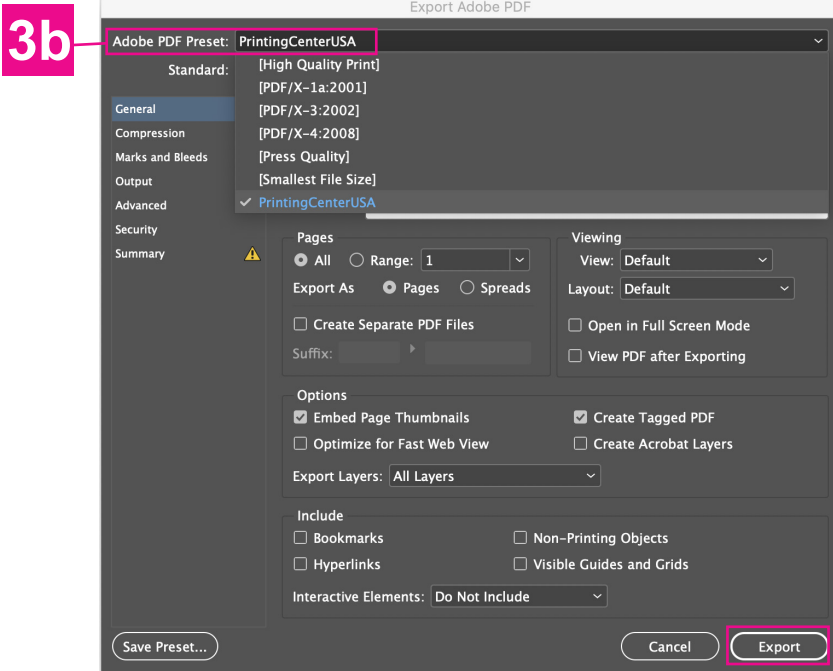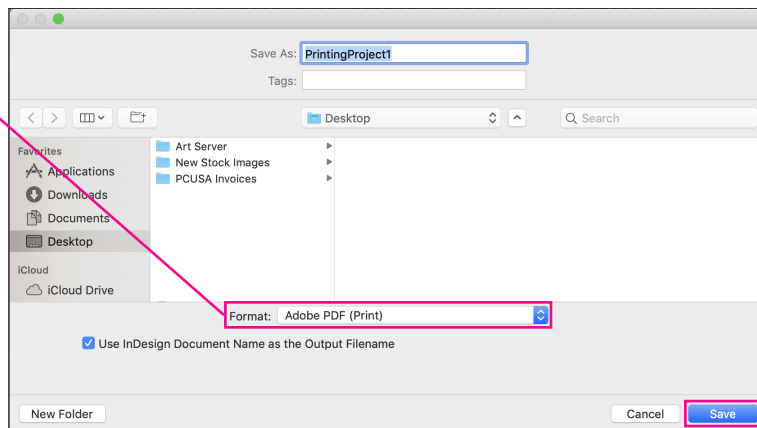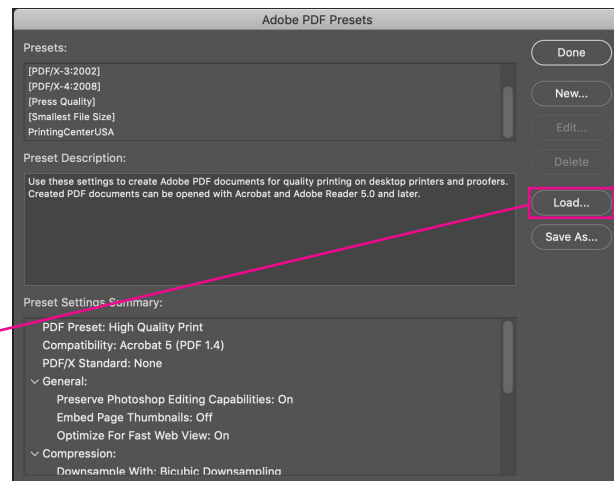**1** **Download PrintingCenterUSA Adobe PDF Settings**
  • *CLICK HERE to download the zipped folder.*
  • *Double click the zipped folder to unzip it - you will see the .joboptions file.*

2 **Install our PDF Settings**
In Photoshop, click: Edit > Adobe PDF Presets
  2a *Click: Load and navigate to the .joboptions file*
       Click: Open (PrintingCenterUSA will now show under Presets)

2a

Adobe PDF Presets

Presets:
[PDF/X-3:2002]
[PDF/X-4:2008]
[Press Quality]
[Smallest File Size]
PrintingCenterUSA

Done
New...
Edit...
Delete

Preset Description:
Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.

Load...
Save As...

Preset Settings Summary:
PDF Preset: High Quality Print
Compatibility: Acrobat 5 (PDF 1.4)
PDF/X Standard: None
General:
  Preserve Photoshop Editing Capabilities: On
  Embed Page Thumbnails: Off
  Optimize For Fast Web View: On
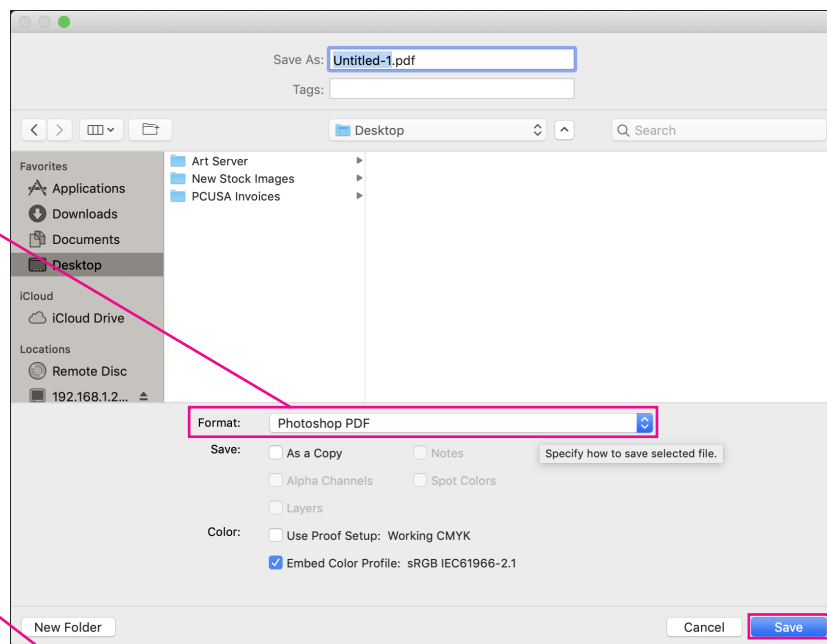Compression:
  Downsample With: Bicubic Downsampling

3 *Save PDF*
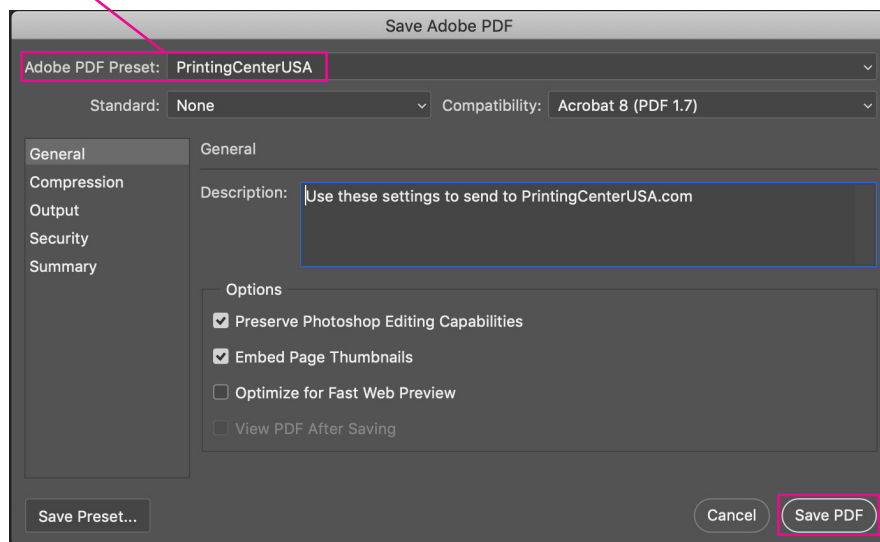 *Click: File > Save As*
  3a *In the Format dropdown, select: Photoshop PDF > Click Save*
  3b *In the dialogue box: Under Adobe PDF Preset dropdown, select preset option PrintingCenterUSA > Click Save PDF*

3a

3a

Save As: Untitled-1.pdf
Tags:

Desktop

Search

Favorites
  Applications
  Downloads
  Documents
  Desktop
iCloud
  iCloud Drive
Locations
  Remote Disc
  192.168.1.2...

Art Server
New Stock Images
PCUSA Invoices

Format: Photoshop PDF

Save: As a Copy   Notes   Specify how to save selected file.
      Alpha Channels   Spot Colors
      Layers
Color: Use Proof Setup: Working CMYK
       ☑ Embed Color Profile: sRGB IEC61966-2.1

New Folder   Cancel   Save

Save Adobe PDF

Adobe PDF Preset: PrintingCenterUSA
Standard: None   Compatibility: Acrobat 8 (PDF 1.7)

General   General
Compression
Output   Description: Use these settings to send to PrintingCenterUSA.com
Security
Summary

Options
☑ Preserve Photoshop Editing Capabilities
☑ Embed Page Thumbnails
☐ Optimize for Fast Web Preview
☐ View PDF After Saving

Save Preset...   Cancel   Save PDF

Need More Help? Click here!

5

Adobe® Illustrator
File Formatting

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Fast, Easy & Affordable

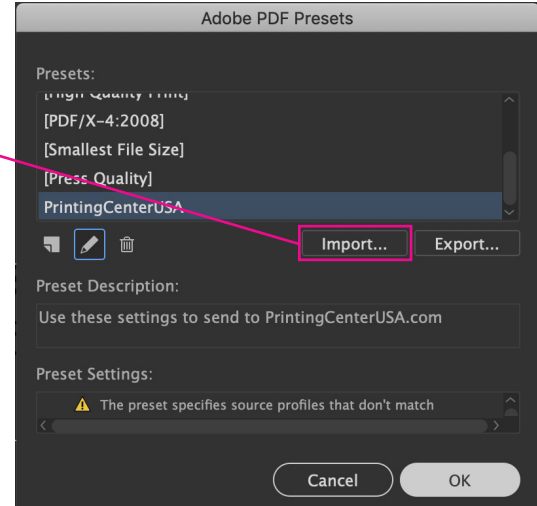**1** **Download PrintingCenterUSA Adobe PDF Settings**
- *CLICK HERE to download the zipped folder.*
- *Double click the zipped folder to unzip it - you will see the .joboptions file.*

2 **Install our PDF Settings**
In Illustrator, click: Edit > Adobe PDF Presets
2a *Click: Import > select PrintingCenterUSA.joboptions file*
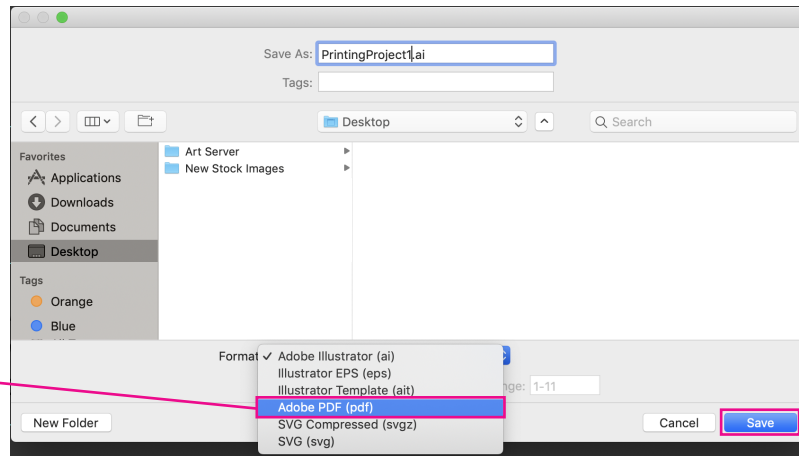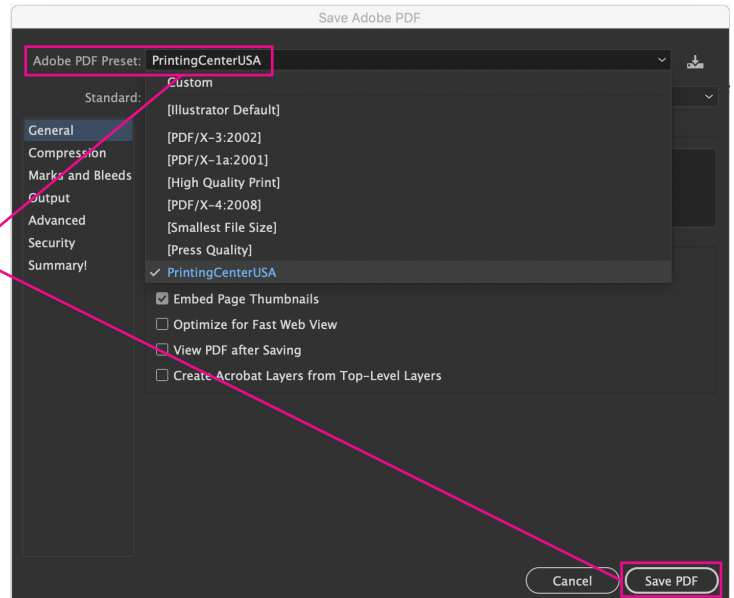*Click: Open (PrintingCenterUSA will now show under Presets)*

2a

Adobe PDF Presets

Presets:
[High Quality Print]
[PDF/X–4:2008]
[Smallest File Size]
[Press Quality]
PrintingCenterUSA

Import...   Export...

Preset Description:
Use these settings to send to PrintingCenterUSA.com

Preset Settings:
⚠ The preset specifies source profiles that don't match

Cancel   OK

3 *Save PDF*
Click: File > Save As
3a *In the Format dropdown, select: Adobe PDF (pdf) > Click Save*
3b *In the dialogue box: Under Adobe PDF Preset dropdown, select preset option PrintingCenterUSA > Click Save*

Save As: PrintingProject1.ai
Tags:

Desktop

Favorites
Art Server
New Stock Images
Applications
Downloads
Documents
Desktop

Tags
Orange
Blue

Format ✓ Adobe Illustrator (ai)
Illustrator EPS (eps)
Illustrator Template (ait)
Adobe PDF (pdf)
SVG Compressed (svgz)
SVG (svg)

New Folder   Cancel   Save

3a

Save Adobe PDF

Adobe PDF Preset: PrintingCenterUSA

Standard:
General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary!

Custom
[Illustrator Default]
[PDF/X–3:2002]
[PDF/X–1a:2001]
[High Quality Print]
[PDF/X–4:2008]
[Smallest File Size]
[Press Quality]
✓ PrintingCenterUSA

☑ Embed Page Thumbnails
☐ Optimize for Fast Web View
☐ View PDF after Saving
☐ Create Acrobat Layers from Top–Level Layers

3b

Cancel   Save PDF
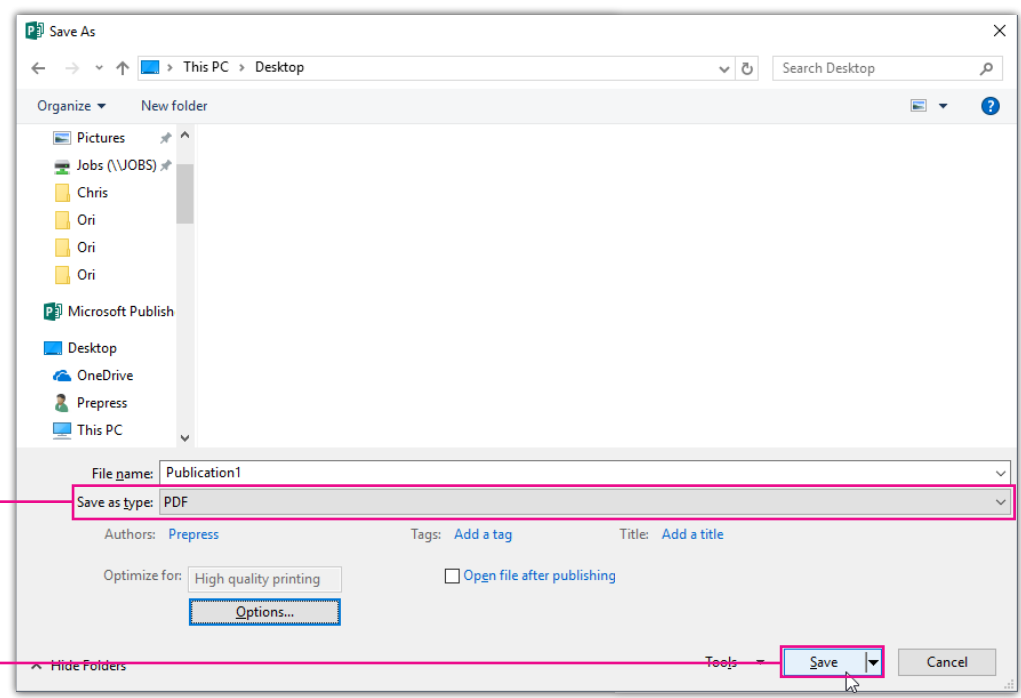
Need More Help? Click here!

6

Microsoft® Publisher
File Formatting

1 **Open Save As Dialogue Box**
From top menu bar:
  • *Click:* File > Save As *& choose where you want to save it*
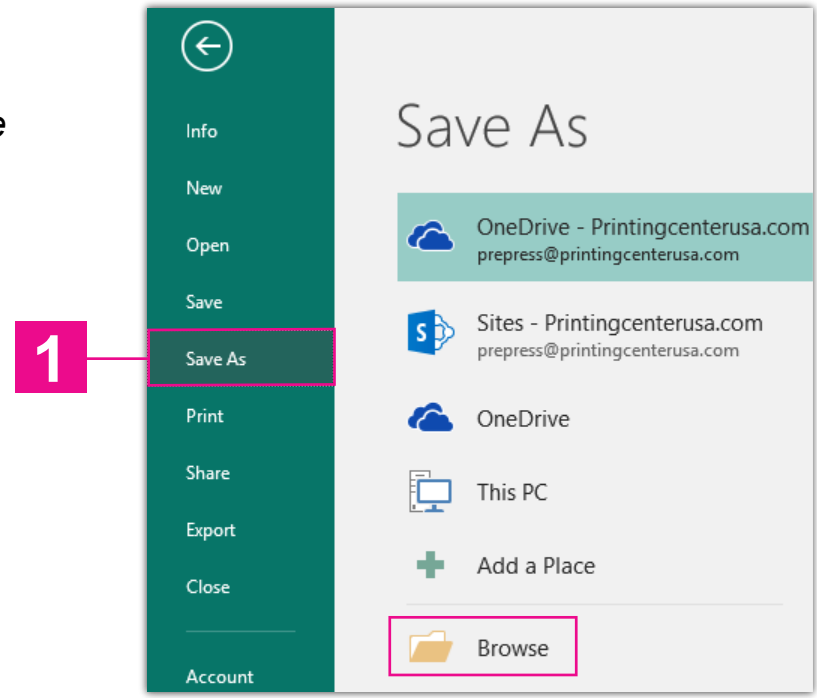
2 **Change Format Type**
  • *Change: Save as Type to* PDF

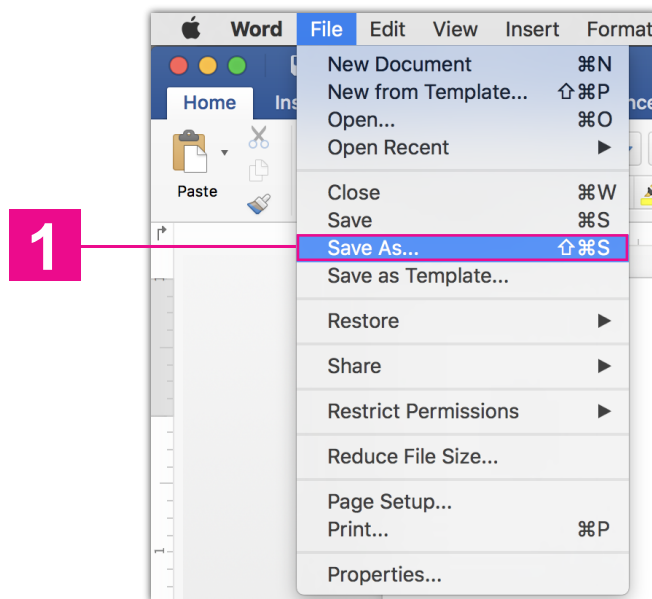

3 **Save PDF**
  • *Click:* Save

Need More Help? Click here!

Microsoft® Word
File Formatting
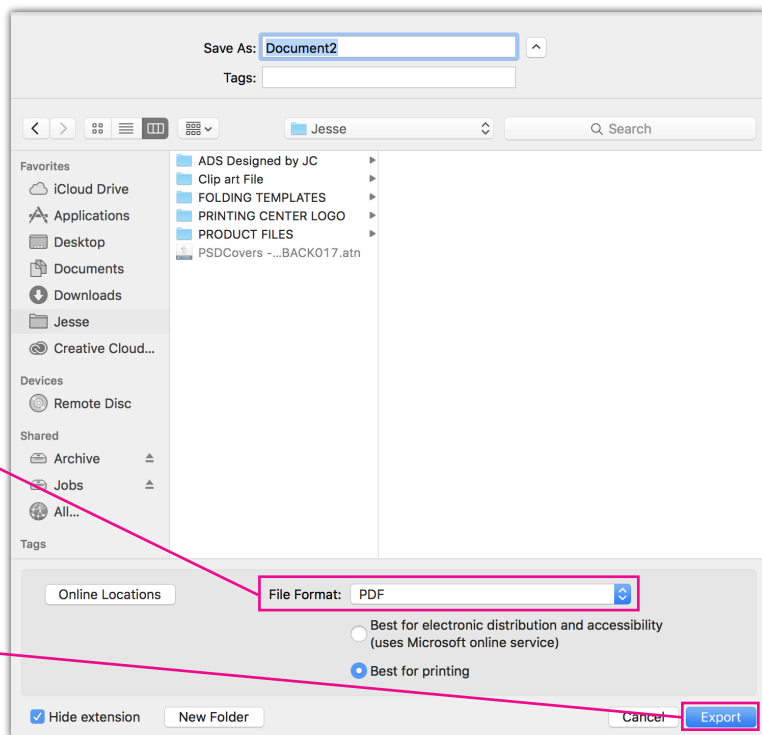
1 **Open Save As Dialogue Box**
From top menu bar:
• *Click:* *File > Save As*

1

2 **Change Format Type**
• *Change Format:* *PDF*

some versions of Word will say *Adobe PDF*

2

3 **Save PDF**
• *Click:* *Export*

3

Need More Help? Click here!

Other Helpful Resources

Check Your Documents Using Our Blank Templates

Click the links below to view and/or download templates to compare your document to.

Booklets
Brochures
Business Cards
Calendars
Catalogs
Door Hangers

DVD Covers
Envelopes
Flyers
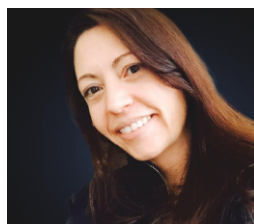Greeting Cards
Letterhead
Magazines

Newsletters
Note Cards
Postcards
Posters
Programs

Professional Design Help

Do you still need help with your files or are you crunched for time? Contact one of the professional graphic designers on the right to ensure you have the correct file requirements!

Addie Evans
Phone: 800-619-4194
Email: addie@my2centsdesign.com
Website: www.my2centsdesign.com

Margaret Dominy
Phone: 406-476-3440
Email: margaret@printingcenterusa.com
Website: www.dezined2print.com

Using Our Online Design Tool

By using our online design tool to create your project, you can ensure that your files have the correct bleed, image resolution, document size and other file requirements.

Just select your product, upload your photos, drag and drop them into place, add your text and our tool will do the rest! Try out our online design tool today and make your printed product pop!
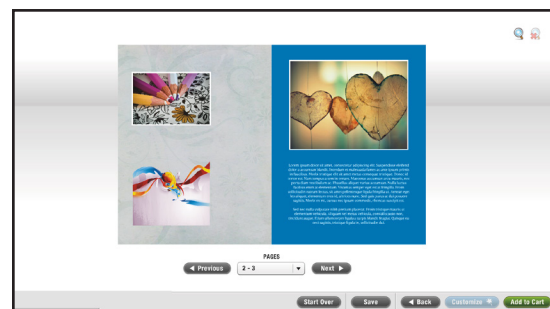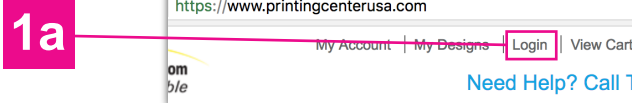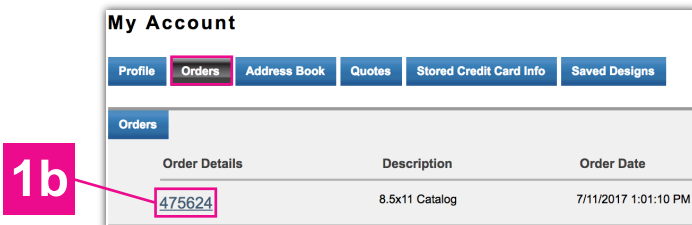
Other Helpful Resources

How To Re-Upload Files

1 **Online Order**
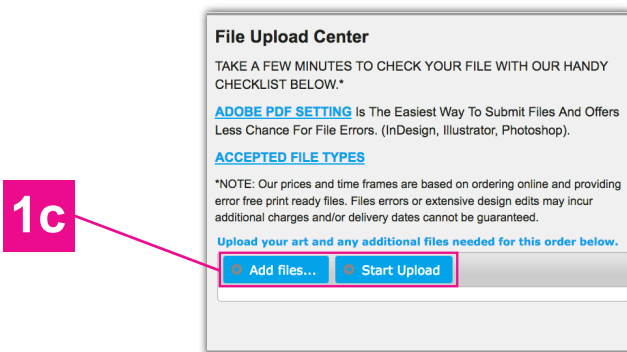
1a *Go to our website & login to your account*

1a
```
https://www.printingcenterusa.com
                    My Account   My Designs   Login   View Cart
om
ble                                      Need Help? Call T
```

1b *Click: Orders > Order #*

1b
```
My Account
Profile | Orders | Address Book | Quotes | Stored Credit Card Info | Saved Designs

Orders

Order Details        Description        Order Date
475624               8.5x11 Catalog     7/11/2017 1:01:10 PM
```

1c *Under File Upload Center*
- *Click Add files... to add your new files*
- *Click Start Upload*

1c
```
File Upload Center
TAKE A FEW MINUTES TO CHECK YOUR FILE WITH OUR HANDY
CHECKLIST BELOW.*

ADOBE PDF SETTING Is The Easiest Way To Submit Files And Offers
Less Chance For File Errors. (InDesign, Illustrator, Photoshop).

ACCEPTED FILE TYPES

*NOTE: Our prices and time frames are based on ordering online and providing
error free print ready files. Files errors or extensive design edits may incur
additional charges and/or delivery dates cannot be guaranteed.
Upload your art and any additional files needed for this order below.

  Add files...      Start Upload
```
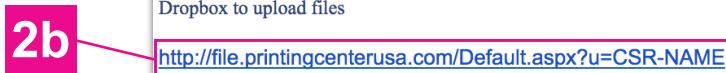
2 **Offline Order**

2a *Navigate to your email from your Customer Service Representative*

2b *In the email under the CSR's signature*
- *Click: link to their Dropbox*

```
Customer Service Rep
Account Services
PrintingCenterUSA
117 9th St N
Great Falls, MT 59401
800-995-1555


Dropbox to upload files
```

2b http://file.printingcenterusa.com/Default.aspx?u=CSR-NAME

2c *Fill out the form, upload your files & press Send*
- ***Job number must be included with any file upload***

```
Upload the files for your order to CSR
FULL NAME:  [          ]
YOUR EMAIL: [          ]
SUBJECT:    [          ]

MESSAGE:    Hi there,
            Here are my new files for order #475624

Drag & Drop to add files or click the Add files... button
  Add files...

  Send
```

2c

10
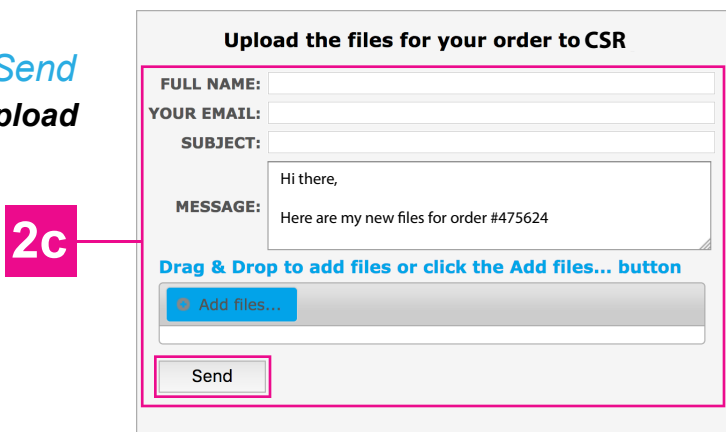
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117 9th Street North, Great Falls, MT 59401

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