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File Submission Guidelines

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Chakra accepts native files from the following applications. Native files are preferred. See below for supplied PDF specifications.

Preferred professional level programs:

- ✓ Adobe InDesign (up to version CC)
- ✓ Adobe Illustrator (up to version CC)
- ✓ Adobe Photoshop (up to version CC)
- ✓ Quark Express (up to version 8)
- ✓ Adobe Acrobat

Non-professional level programs:

- ✓ Microsoft Office (see notes below about Word, Publisher and PowerPoint)
- ✓ Apple Pages

- Use the Package function in InDesign or the Collect for Output function in Quark to most efficiently gather your files.
- Include all screen and printer fonts with your files.
- All supporting files including graphics, pictures scans, artwork and ads should be included with the layout file.
- All pages should be built to the final trim size and include 1/8" bleed.
- Placed photoshop images should be 300 DPI or higher when placed in the document at 100%. These file types include: PSD, TIFF, JPG, EPS, PDF

Notes about Microsoft applications:

These applications convert placed images to RGB regardless of their original color space. If you provide us files that originated in one of these applications, we will convert to CMYK using Chakra's standard CMYK conversion. Additional work to these files may be required resulting in additional prep time.

PDF file specifications:

If submitting a PDF as the final file, please be sure to include crop marks and bleed in the file. The PDF should also only include the colors for the intended output and should not include any extraneous colors. All placed images should be hi resolution, CMYK.