

A+E File Submission Requirements

The below examples should be used as a guideline for setting up all files; i.e. business cards, postcards, flyers, posters, etc., with regards to the Safe Area and Bleed Area.

Card Size: 3.5" x 2"

- This is what your file/document/page size should be set up to.
- Cards will be cut to this size.



Safe Area Size: 3.25" x 1.75"

- The safe area is considered 1/8" (0.125") away from the edge of the final card size.
- All text, logos, graphics, etc., should remain within this area.



Bleed Area Size: 3.75" x 2.25"

- The bleed area is considered 1/8" (0.125") beyond the final card size
- Bleed is defined as Text, Graphics Image, etc. that runs off the edge of the printed material.



Please be sure that your file meets as many of the following criteria as possible before submitting your file to print.

- A) A+E prefers all files submitted for print be in PDF format with proper bleeds & crop marks.
- B) All images be in CMYK @ 300 dpi (image resolution)
- C) Embed or outline all fonts.
- D) Flatten all transparencies.
- E) Any file set up to print Black & White should be set to:
Cyan 0% Magenta 0% Yellow 0% K(black)100%



Other file size specifications

FILE TYPE	Size	Safe Area Margin/Size	Bleed Area Margin/Size
Business Card	3.5x2	3.25x1.75	3.75x2.25
Post Card	4x6	3.75x4.75	4.25x6.25
	5x7	4.75x6.75	5.25x7.25
Flyer	8.5x11	8.25x10.75	8.75x11.25
Poster	11x17	10.75x16.75	11.25x17.25

While files created in Adobe Creative Suite are ideal, we understand that this is not always possible. If you are choosing between Microsoft Word or Publisher for file creation, Publisher is preferred.