

# HOW TO UPLOAD A FILE FOR PRINTING

## PREPARING YOUR ARTWORK

Our preferred format for file submission is a press ready PDF file which provides a seamless transition from artwork to press and is not platform specific.

## RESOLUTION AND COLOR

- Image resolution must be at least 300 dpi (dots per inch) at placed size.
- All print ready files must be submitted in CMYK or spot color (PMS).
- Convert RGB colors into CMYK to avoid any color shift that can occur during preflight.

## BLEEDS AND TRIMS

- Bleeds are required on all artwork where an image or a graphic extends beyond the trim. We suggest adding a 1/4" to the total trim size of your printed piece — this will provide an 1/8" extended edge on each side for the bleed.

## PDF'S AND NATIVE FILES

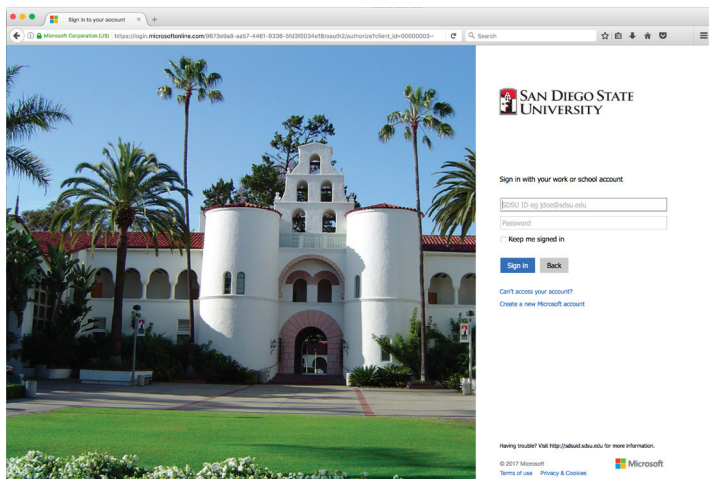
- It is important to embed all fonts or convert fonts to outlines before creating your PDF.
- We also accept artwork created in professional graphic design software. When providing native files, package to include all linked files and fonts.

## UPLOADING FILES

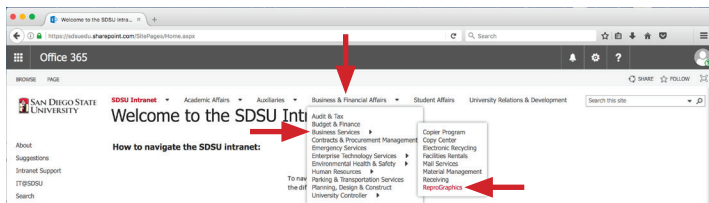
You may upload files to ReproGraphic Services through the SDSU Intranet. It is a simple drag-and-drop procedure through a web browser. *Please note that access to intranet.sdsu.edu requires an SDSUid account.*

## We will need a completed work order to begin production.

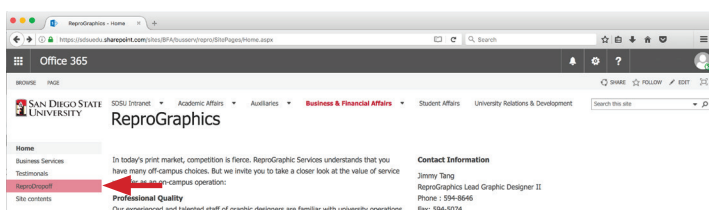
1. Login to intranet.sdsu.edu with your SDSUid account.



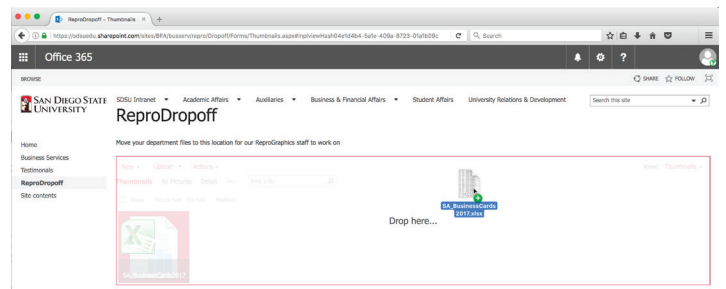
2. Go to the ReproGraphics page under the Business & Financial Affairs/Business Services menu.



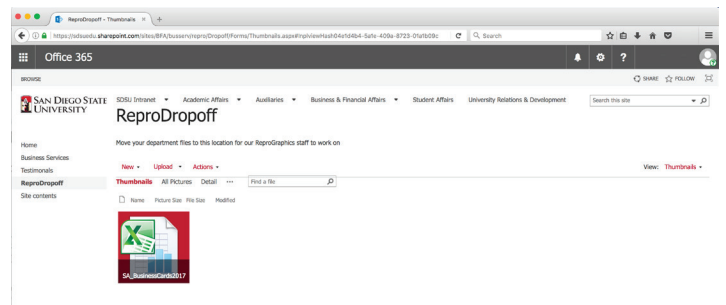
3. Click on ReproDropoff on the left menu.



4. Click and drag your file(s) into your web browser.



5. A notification will be sent to ReproGraphics when your file(s) have been successfully uploaded.



**SAN DIEGO STATE UNIVERSITY**  
**ReproGraphic Services**

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT US AT  
619-594-2967 OR REPRO@MAIL.SDSU.EDU**