STUDENT
PORTFOLIO PRINTING GUIDELINES

Yale
Printing &
Publishing
Services

Throughout your tenure at Yale it will be important to think of how your portfolio will be produced. We hope these guidelines will be informative and helpful when printing with YPPS.

INSIDE PAGES SETUP

1. Page position: Page one of your text file will always be the first right hand page when opening a book (unless you plan otherwise).

2. Bleed: When you have images or printing that you would like to see carried to the edge of your finished piece's trim size; be sure to have these things carry past the artboard in the program you are using (such as Adobe InDesign).
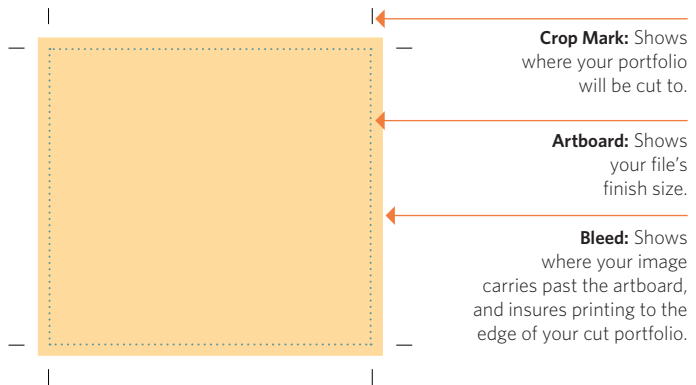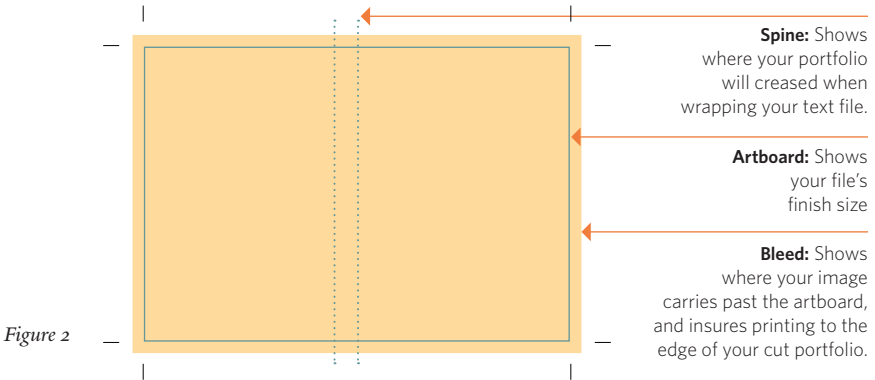

Figure 1

Crop Mark: Shows where your portfolio will be cut to.

Artboard: Shows your file's finish size.

Bleed: Shows where your image carries past the artboard, and insures printing to the edge of your cut portfolio.

3. Finish size: Please see Binding Options in the back of this booklet to determine your portfolio's maximum text page size.

4. Finished file: Please submit your text file as a PDF in single pages. Your art work, once exported, needs to include crop marks and bleeds. Additionally, it should not be larger than 12" x 18" as a PDF.

COVER SETUP

1. Cover file: If perfect binding, please make the cover and text two separate files.
For all other binding methods the cover and text can be together as one file.

2. Bleed: When you have an image or printing you would like to see carried to the
edge of your finished piece's trim size. Be sure to have these things carry
past the artboard in the program you are using (such as Adobe InDesign).
See figure 2

3. Spine setup: The spine should be included in your cover file. The actual spine size you
create will depend upon how thick your portfolio is. You may have to
adjust it if your text page count changed through the print process.

Spine: Shows where your portfolio will creased when wrapping your text file.

Artboard: Shows your file's finish size

Bleed: Shows where your image carries past the artboard, and insures printing to the edge of your cut portfolio.

Figure 2

3. Finish size: Please see Binding Options in the back of this booklet to determine your portfolio's
maximum text page size.

4. Finished file: Please submit your cover file as a single page that includes front cover, back
cover, and spine . Your art work, once exported, needs to include crop marks
and bleeds. Additionally, it should not be larger than 12" x 18" as a PDF.

CREATING FINISHED PDF FILE FROM INDESIGN

If you are using InDesign, your finished file should be exported to a PDF file with 0.125" bleeds.
The PDF's over all page size (including your bleeds) should not exceed 12" x 18" if printing at YPPS.

1. Exporting: Under the *File* menu choose *Export.* The name of your file should include
"text" or "cover" depending which it is, and the file format should be PDF.

2. Exporting: Adobe PDF presets should be set for *High Quality Print* or *Press Quality.*
These can be selected in the top drop-down box.

3. Exporting: In the left dialog box, under *General* make sure *All* and *Pages* are ticked.

Under *Compression,* the *Color* and *Grayscale* images should be down sampling
to 300 ppi for images above 450 ppi. *Monochrome* will be down sampling to
1200 ppi for images above 1800 ppi.

Under *Marks and Bleeds* make sure to tick *Crop Marks,* and in *Bleed and Slug*
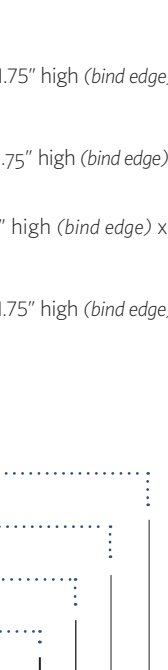all bleed measurements need to be .125". Additional settings can be left as is.

PAPER STOCK SUGGESTIONS

Option A:
COVER- 100# ltone (FSC certified)
TEXT- 100# or 80# Mohawk Loop (100% PCW & FSC certified)
PRICE- $ .44 per side *(includes high quality digital printing and paper)*

Option B:
COVER- 100# Sterling (10% PCW & FSC certified)
TEXT- 100# Sterling or 80# Sappi Opus (10% PCW & FSC certified)
PRICE- $ .38 per side *(includes high quality digital printing and paper)*

Option C:
COVER- 90# Navajo (20% PCW & FSC certified)
TEXT- 80# Navajo (FSC certified)
PRICE- $ .39 per side *(includes high quality digital printing and paper)*

BINDING OPTIONS

1.a Perfect bind:
(Printed at YPPS)
SIZE MAXIMUM *FINISH SIZE* - 11.75" high *(bind edge)* x 8.75" wide, spine max .5"
PRICE - $5.00 per portfolio

b Perfect bind:
(student supplied)
SIZE MAXIMUM *FINISH SIZE* - 11.75" high *(bind edge)* x 11.75" wide, spine max 1.75"
PRICE - $5.00 per portfolio

2. Wire O bind:
SIZE MAXIMUM *FINISH SIZE*- 11" high *(bind edge)* x 17.5" wide, 0.5" thick
PRICE - $5.00 per portfolio

4. Booklet bind:
SIZE MAXIMUM *FINISH SIZE* - 11.75" high *(bind edge)* x 8.75" wide, max 48 pgs
PRICE - $5.00 per portfolio

PRINTING LINE WIDTHS

1. Line width 0.10 pt
2. Line width 0.25 pt
3. Line width 0.50 pt
4. Line width 0.75 pt
5. Line width 1.00 pt

* Hard copy proofs are provided at no cost. Approved proofs serve as final copies to your order.
* Please call in advance to confirm your file specifications.

PLACING YOUR ORDER

Online: ypps.yale.edu

Phone: 203.432.6560

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CONTACT FOR QUESTIONS

Phone: 203.432.6560

Email: yppssupport.edu