



Output Capabilities

Output: Full color and black and white single side and double sided printing

Paper Output Sizes: 8.5" x 11", 8.5" x 14", 11" x 17", 12" x 18", 13" x 19"

Text Paper Weights: 20#, 28#, 32#

Cover Stock Weights: 80#, 100#

Finishing: Stapling, GBC Plasting Binding, Saddle Stitching, Document Folding and Padding

Document Trimming: Any size up to 12" x 18" bleed

Wide Format: Interior prints and posters on heavyweight paper up to 60" wide x 10' length

Mounting: 3/16" foamboard mounting up to 48" x 94"

Lamination: Up to 40" wide

Specialty Items: Magnetic graphics up to 40" wide • Self adhesive labels up to 12" x 18" • 8.5" x 11" 2 and 3 part forms

Layout Guidelines

File Formats: pdf, png, jpeg, tiff, eps, Illustrator, Photoshop, InDesign, Excel, Word, PowerPoint

Document Format Size: Prepare files at full size where possible or in a true proportion, (half scale, quarter scale, etc.)

Typography: Always try to convert 'fonts to curves or outlines' in support of file processing where possible

Color: CMYK is preferred

Document Resolution: Scans and raster image elements within documents up to 12" x 18" will appear best 300 DPI.

Wide Format Resolution: Artwork for posters require a resolution of 100 DPI at full output size. Small image elements such as a 2" x 2" photo within a 24" x 36" poster should be prepared at a higher resolution, (up to 300 DPI)

Vector Art: Vector art, (art created in illustrator) can scale to any size without loss of resolution

Raster Art: Raster art, (art created in Photoshop including photograph and artwork scans), must be generated between 100 and 300 dpi at full output size for best results. Smaller raster and scanned images require more resolution.

Bleeds: The imagesetters we use always leave a 1/8" - 3/16" white border around the document. If you require a document with a full bleed, please provide crop marks around your document to the specific size you want the completed document to be. Add 1/4" of bleed all around and we will then print and trim to your cropmarks resulting in a full bleed document without a white border. *Please see illustration on back.*

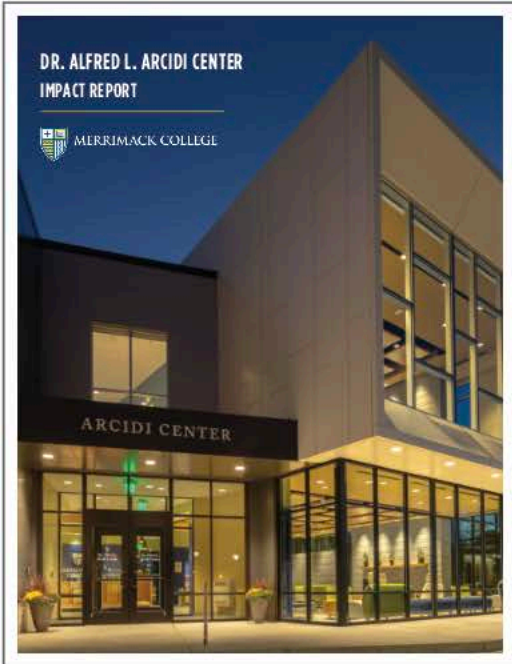
Live Content: Please keep text, charts, photographs and any image elements at least 1/4" in from the top, bottom and side edges of your document unless they are intended to bleed off the page.

Ordering Guidelines

Email all requests to mackprint@merrimack.edu. Please provide due date, final document size, number of copies, type of paper, (i.e., 32 pound text / 80 pound cover stock, etc), any special requirements you may require, department name to be charged and charge code, Merrimack extension or phone number. Also, please remember to "allow us access" to your files. There is an online order form and pricing schedule available at the at the Mack Print Center website located at: merrimack.edu/about/offices_services/mackprint.

Document Output Without and With Bleed

Document Printed Without Bleed



Straight output from an 8.5" x 11" document file without bleed. Our imagesetters will leave a 1/8" - 1/4" white border around the document when printed directly to a 8.5" x 11" sheet of paper.

Layout Guidelines: Keep text, charts, photographs and any image elements at least 1/4" in from the top, bottom and side edges of your document unless they are intended to bleed off the page.

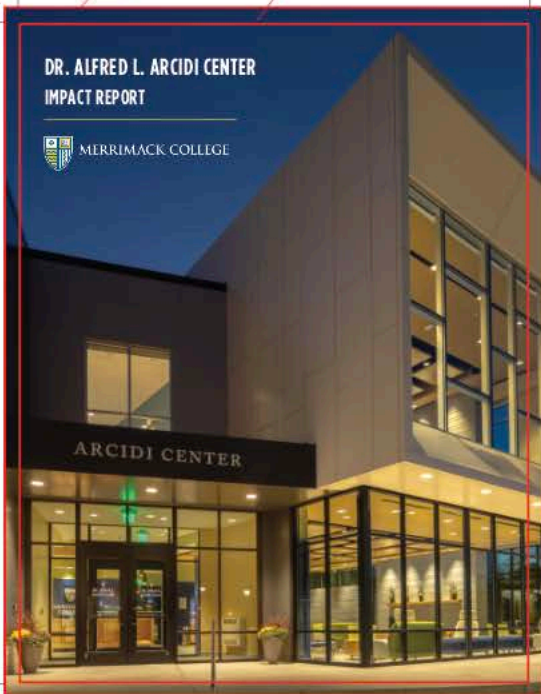
Document Format Size: Prepare files at full size where possible or in a true proportion, (half scale, quarter scale, etc.)

Color: CMYK is preferred

Typography: Always try to convert 'fonts to curves or outlines' in support of file processing where possible

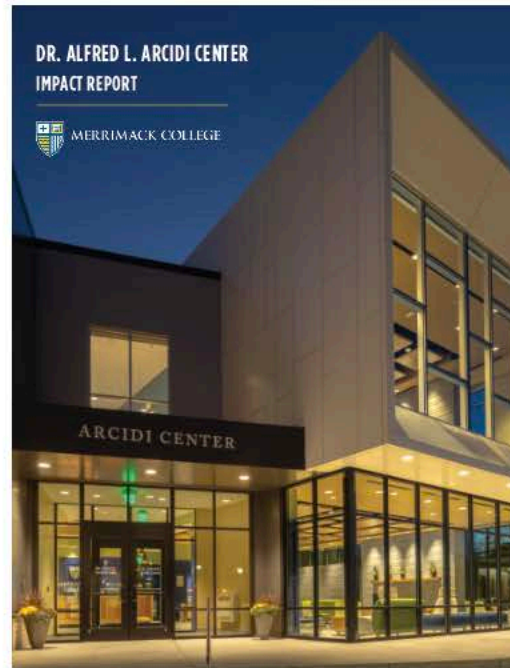
Wide Format Poster Guidelines: Prepare files at full size where possible or in a true proportion, (half scale, quarter scale, etc.) Keep text, charts, photographs and any image elements at least 1/4" in from the top, bottom and side edges of your document unless they are intended to bleed off the page. CMYK is preferred. Always try to convert 'fonts to curves or outlines. *No Bleed or crop marks necessary. We will trim to image area.*

Crops at 8.5" x 11" 1/4" Bleed 8.5" x 11" Trim Line



Document file set-up with bleed for 8.5" x 11" output. You can use the same method for other document sizes as well.

Document File Output With Bleed Set-Up



This is how your 8.5" x 11" document will appear after printing and trimming the document to the crops provided. Please note we have to print your document on a larger size sheet of paper to achieve this result.

Mack Print Center

Monican Center Basement located next to the Campus Police Station • 978-837-5317