

## Guidelines for Submitting Images for iChurchDesign.com

<b>Submitting Images:</b>	All submitted designs must be approved for image quality to meet industry print standards.
<b>Product Templates:</b>	Product templates are designed to meet product and PrePress specifications. You will find all templates below.

## Product Specifications

<b>Postcards</b>	
<b>Size:</b>	Submit artwork at <b>8.75" x 5.75"</b> (this includes a 1/8" bleed), 8.5" x 5.5" is the final trim size.
<b>Color:</b>	4 color = CMYK color. <b>Note: RGB color is not acceptable and must be converted to CMYK before being submitted.</b> Images downloaded from the web are unacceptable. They do not contain the print resolution required for print products.  <b>Black Values:</b> In order for CMYK color sides to appear dark and saturated ("rich"), you will need to set your CMYK values accordingly: <b>Rich Black= 40, 30, 30, 100</b>
<b>Resolution:</b>	<b>300 dpi</b> (dots per inch). Start with a quality image with the highest possible resolution. Avoid sizing images up, as image sizing can result in a loss of image quality. Photos taken off the web, pulled from PowerPoint or taken with a digital camera with less than 4 mega pixels do not contain enough image resolution and will print blurry and pixilated. Avoid clip art images.
<b>Fonts:</b>	Fonts must be converted to paths (outlines) or shapes. We are unable to accept "active/editable" fonts.
<b>File Formats:</b>	We accept files in Adobe Acrobat (pdf), InDesign CS, Illustrator CS and PhotoShop CS formats. We prefer layered files.

<b>Bulletins</b>	
<b>Size:</b>	8.5" H X 11" W, 8.5" H X 14" W, and 11" H X 17" W. <b>All require an additional 1/8" bleed.</b> Reference the attached templates for the product dimensions and accurate panel sizes. Images must align with the folds.
<b>Color:</b>	4 color = CMYK color. <b>Note: RGB color is not acceptable and must be converted to CMYK before being submitted.</b> Images downloaded from the web are unacceptable. They do not contain the print resolution required for print products.  <b>Black Values:</b> In order for CMYK color sides to appear dark and saturated ("rich"), you will need to set your CMYK values accordingly: <b>Rich Black= 40, 30, 30, 100</b>
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<b>Banners</b>	
<b>Size:</b>	We accept three banner sizes. Please reference the sizes below for the product dimensions and image sizes.
<b>Color Options:</b>	<b>4 color process = CMYK</b> <b>Note: RGB color is not acceptable and must be converted to CMYK before being submitted for print.</b>
<b>Black Values:</b>	In order for CMYK black to appear dark and saturated ("rich"), you will need to set your CMYK values accordingly: <b>Rich Black = 70, 70, 70, 100</b>
<b>Resolution:</b>	<b>240 dpi</b> (dots per inch). Start with a quality image with the highest possible resolution. Avoid sizing images up, as image sizing can result in a loss of image quality. Photos taken off the web, pulled from PowerPoint or taken with a digital camera with less than 4 mega pixels do not contain enough image resolution and will print blurry and pixilated. Avoid clip art images.
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Create banners to the standard template sizes below.

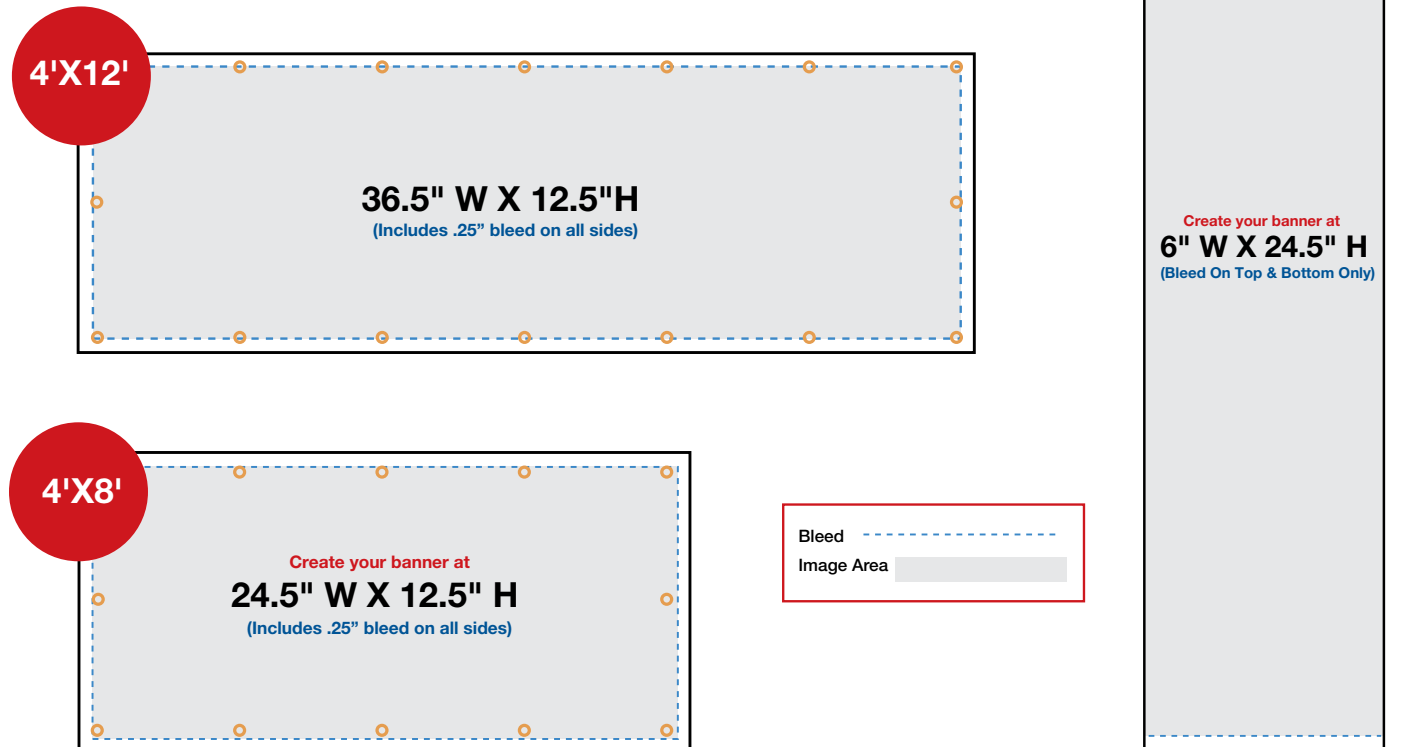
(Note: Template dimensions are calculated at 1/4 of the finished banner size – determined in inches)

All banners are: **CMYK color** and the resolution is **260 dpi**.

When created in Photoshop, rasterize fonts, save as an **LZW Compressed .tif**

When created in Illustrator, convert fonts to outlines, save as an **Illustrator .ai** file

Keep in mind that banners have grommets spaced approximately every 2 feet apart from the four corners.



TRIM

**POSTCARD FRONT**  
**5.5" H X 8.75" W (TRIM)**

**Create to the following specifications:**  
**MUST INCLUDE BLEED**  
**Submit artwork at: 5.75" H X 8.75" W**  
**Resolution: 300 dpi**  
**CMYK Color**

**PANEL FOLDS IN**

5.729" W X 11.25" H

**TEAR-OFF**

**BACK**

5.698" W X 11.25" H

**11" X 17" BULLETIN**  
IMAGE SIZE: 11.25" H X 17.25" W  
(INCLUDES THE 1/8" BLEED)

**FRONT**

5.823" W X 11.25" H

**11" X 17" BULLETIN**  
IMAGE SIZE: 11.25" H X 17.25" W  
(INCLUDES THE 1/8" BLEED)

**INSIDE**  
5.823" W X 11.25" H

**INSIDE**  
5.698" W X 11.25" H

**INSIDE**  
5.729" W X 11.25" H

**FLAP**  
3.125" W X 8.75" H

**BACK**  
5.5" W X 8.75" H

**8.5" X 14" BULLETIN**  
IMAGE SIZE: 8.75" H X 14.25" W  
(INCLUDES THE 1/8" BLEED)

**FRONT**  
5.625" W X 8.75" H

**8.5" X 14" BULLETIN**  
IMAGE SIZE: 8.75" H X 14.25" W  
(INCLUDES THE 1/8" BLEED)

**INSIDE**  
5.625" W X 8.75" H

**INSIDE**  
5.5" W X 8.75" H

**INSIDE**  
3.125" W X 8.75" H



**BACK**

5.625" W X 8.75" H

**8.5" X 11" BULLETIN**

IMAGE SIZE: 8.75" H X 11.25" W  
(INCLUDES THE 1/8" BLEED)

**FRONT**

5.625" W X 8.75" H