

# Digital File Submission Guidelines

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[www.bpg-usa.com](http://www.bpg-usa.com)

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### **NOTICE OF LIABILITY**

In this Guide, you'll find industry standards along with our own company standards. This guide provides the information necessary to submit digital files for our prepress workflows. Contact your BPG-USA CSR to provide answers to your questions. While every precaution has been taken in the preparation of this guide BPG-USA shall not be responsible arising out of the use of the guide. To find the most up-to-date information from BPG Prepress, visit the learning center tab on the BPG-USA InSite Prepress Portal at <https://insite.bpg-usa.com> Contact your CSR if you need log in credentials for this site.

# Section 1 – Book Interiors

## PDF FILES

BPG-USA works within a PDF workflow. To provide a stable and predictable PDF, please carefully review and adhere to the following guidelines when creating and submitting files. Content not up to spec will be returned for revision.

Interior text files should be provided to BPG-USA as a multi-single page PDF file (not spreads) and include blank pages when applicable.

### PDF FILES MUST HAVE

All fonts are embedded.

Page geometry defined and consistent (trim, bleed, and media)

Correct color space for all elements (CMYK, named spot color, grayscale)

Spot colors are named consistently.

### PDF Files CANNOT HAVE

Calibrated RGB, LAB, ICC-based color

OPI comments

Transfer functions

Actions and JavaScript

Security settings or Encryption

Pre-separation

If a PDF 1.4 and above is created, transparency remains live and must be flattened by the RIP or proofer during the prepress workflow.

Flatteners in RIP software vary, so different RIPs and proofers may deliver different results. If you supply a flattened proof but an unflattened PDF file of the page or ad, then the flattener that created the proof must perfectly match our flattener or there may be different output results.

Print-only clients should submit flattened PDF/X-1a files.

Files should be submitted through our prepress portal <https://insite.bpg-usa.com> If you need credentials or need to submit in some other manner, please contact your BPG-USA CSR.

Following the prescribed layout application guidelines will minimize challenges downstream when exporting pdf files for production. It is important to preflight PDF files. The earlier in the process that problems are detected the easier and cost effective it is to fix them. It is recommended that designers should preflight the final file before sending them to their printer.

## NATIVE APPLICATION FILES

Upon Special request/circumstances, BPG-USA accepts native application files created using the most currently released versions of Adobe Creative Suite. Proof is then forwarded to the client for approval.

## PAGE CONSTRUCTION GUIDELINES

### FILE LAYOUT

Build your document to an overall trim size.

### TRIM MARKS

Crop Marks are solid, 0.5pt in width, and set in *Registration* color, not Black.

All marks and page information should be offset 1/4" from the final trim.

### BLEED AREAS

Images and elements on interior pages that are intended to bleed must extend 1/8" beyond the final document trims on all outside edges. Rough front jobs must not bleed at the front (thumb) edge and should maintain a 1/4" safety area at the front.

### SAFETY AREAS

Important elements such as logos, text and graphics not intended to bleed are to be kept at least 1/4" from document trims (safety area).

## CROSSEOVERS

It is recommended to shift interior crossover images away from the gutter by 1/16" on both sides to help ensure cross-page alignment and improve the continuity of the design after binding.

## PANTONE COLORS

It is recommended to use the standard Pantone+ libraries for your spot color callouts and to use the existing names in the libraries to maintain consistency. The naming of the spot color must be consistent in all applications (InDesign, Photoshop, and Illustrator) otherwise, multiple separations can be created, even though the design intent is to use a single spot color (e.g., 'C' for coated, 'U' for uncoated). It is recommended to review final document color separations for extra spot color separations for removal.

## FONTS

Adobe officially ended support for PostScript Type 1 fonts in early 2023, meaning they no longer work in recent Creative Cloud apps, won't show in font menus, and cause errors in old files. All files should be submitted using OpenType (OTF) or TrueType (TTF) fonts. OTF and TTF are cross-platform compatible; the same font file works seamlessly on both macOS and Windows.

For supplied pdfs: Please be certain to **embed the entire font**. If the Type 1 font is not embedded in the PDF, we will encounter errors. Acrobat will attempt to substitute it with a close match, often leading to layout shifts or incorrect character rendering. If we do not receive the necessary fonts to process your job, the job may be placed on hold until the fonts are supplied and the customer will be responsible for any type reflows or substitutions. **Do not subset fonts** within the pdf as it will limit our ability to make corrections and revisions.

For new application work: Please supply all fonts used in the layout mechanical (InDesign, Quark) and support art files (Illustrator, PhotoShop...) Adobe Fonts also offers modern options via Creative Cloud subscriptions.

Operating System Support: As of 2026, PostScript Type 1 fonts may still function in QuarkXPress 2026 if they are correctly installed in the system's root or user font folders (e.g., /Library/Fonts/ on macOS). However, modern operating systems like macOS Tahoe and updated Windows versions are actively phasing out support for this legacy format.

Printing & Output: Even if PS Type 1 fonts appear in your layout, they are increasingly prone to errors during PDF export or when printing to modern CTP workflows. We do not recommend submitting pdf files with Post Script fonts. If fonts other than .otf or .ttf must be used, please change that type to outline. Outlined fonts will rip correctly but cannot be revised once the pdf is generated.

## LINE ART, IMAGES

Do not use RGB text, line art or images. Make sure RGB is converted to CMYK. The color names and color space of placed images should match what is used in the page layout file.

Optimally, raster images should be 300dpi at 100% (reproduction size) within the application. Keep in mind that any resizing applied in page layout will result in a change in resolution (e.g., the same 300dpi image at 200% would be 150dpi, which would be considered low-res). Resolution below 300dpi will cause your PDF to be flagged in the preflight inspection.

Any adjustments to images (color adjustments, sizing changes, etc.) are to be applied in their respective application prior to importing into the page layout application.

Line art (bitmaps) should be 1200dpi. Less than 600dpi may appear jagged when printed and will be flagged in preflight.

## SMALL/REVERSED/SCREENED TYPE

Reversed type should be no less than 6 pt. and preferably sans-serif (e.g., Helvetica or Arial) or boldfaced.

To help ensure legibility, be mindful of the values selected for screened type, and the background shade when using reversed type within a screen. Low contrast combinations may be difficult to read, particularly at smaller sizes, and light value screened type may appear broken.

Fine lettering (thin lines, serifs) must be restricted to one color for best registration.

## RULE LINES

"Hairline" rules should be defined with at least 0.25 pt. thickness. All lines and line art images should be at least 0.25 pt. thickness (0.5 pt. for reversed rules) at final size.

## TRAPPING

To be handled at BPG-USA with a few exceptions. Any colors that require trapping that are inclusive of an image (raster data) must be trapped before submitting a pdf. Ex. Adobe Photoshop image with additional PMS colors/channels. Any image-to-image (raster-raster) butting that would require trapping must be done prior to submitting a pdf. Also, some bitmap images may be too complex,

and the trapping software will fail to trap the artwork. In these cases, it will be requested that the customer optimize the file in question and resubmit the pdf to ensure trapping.

## Section 2 – Book Components

### PDF FILES

BPG-USA works within a PDF workflow. To provide a stable and predictable PDF, please carefully review and adhere to the following guidelines when creating and submitting files. Content not up to spec will be returned for revision.

#### PDF FILES MUST HAVE

All fonts are embedded.

Page geometry defined and consistent (trim, bleed, and media)

Correct color space for all elements (CMYK, named spot color, grayscale)

Spot colors named consistently with alternative color as CMYK.

#### PDF Files CANNOT HAVE

Calibrated RGB, LAB, ICC-based color

OPI comments

Transfer functions

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Security settings or Encryption

Pre-separation

If a PDF 1.4 and above is created, transparency remains live and must be flattened by the RIP or proofer during the prepress workflow.

Flatteners in RIP software vary, so different RIPs and proofers may deliver different results. If you supply a flattened proof but an unflattened PDF file of the page or ad, then the flattener that created the proof must perfectly match our flattener or there may be different output results.

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### NATIVE APPLICATION FILES

Upon Special request/circumstances, BPG-USA accepts native application files created using the most currently released versions of Adobe Creative Suite. Proof is then forwarded to the client for approval. Files should be provided as a multi-page document (Inclusive of all elements – cover, spine, flaps, etc.). Make sure the pasteboard is cleaned of any extra files and element container boxes.

### PAGE CONSTRUCTION GUIDELINES

#### FILE LAYOUT

Build your document to an overall trim size.

#### TRIM MARKS

Crop Marks are *solid, .5pt in width, and Registration color*, not Black.

Crop marks are to be placed on the trims, turns, flaps and spine.

Turn areas for cover flaps are determined by bindery, but crop marks and correct measurement must be in file before release to printer. All marks and page information should be offset 1/8" from the final trim.

#### BLEED AREAS

Images and elements are to extend 1/8" beyond the image area. In the case of mass market book covers, the bleed will be 3/16". For hard cover case wraps, leave an extra 5/8 minimum in total bleed area.

## SAFETY AREAS

Important elements such as logos, text and graphics not intended to bleed are to be kept at least 1/4" from trim (safety area).

## PANTONE COLORS

Pantone colors should be supplied on a single page with process colors. It is recommended to use the standard Pantone+ libraries for your spot color callouts and to use the existing names in the libraries to maintain consistency. The naming of the spot color must be consistent in all applications (InDesign, Photoshop, and Illustrator) otherwise, multiple separations can be created, even though the design intent is to use a single spot color (e.g., 'C' for coated, 'U' for uncoated). It is recommended to review final document color separations for extra spot color separations for removal.

Black ink should not overprint metallic or fluorescent ink unless it is the specific intent or effect. This will result in the metallic ink "drying back" the black causing the strength of the black ink to be diminished. Any black type that is partially over any ink should never overprint. This will result in uneven blacks. Any small black text (<18 pt.) can overprint any non-metallic inks. Any black text larger than 18 pt. should be set to knock-out any ink underneath and will be treated on a case-by-case basis by the printer.

## FONTS

Adobe officially ended support for PostScript Type 1 fonts in early 2023, meaning they no longer work in recent Creative Cloud apps, won't show in font menus, and cause errors in old files. All files should be submitted using OpenType (OTF) or TrueType (TTF) fonts. OTF and TTF are cross-platform compatible; the same font file works seamlessly on both macOS and Windows.

For supplied pdfs: Please be certain to **embed the entire font**. If the Type 1 font is not embedded in the PDF, we will encounter errors. Acrobat will attempt to substitute it with a close match, often leading to layout shifts or incorrect character rendering. If we do not receive the necessary fonts to process your job, the job may be placed on hold until the fonts are supplied and the customer will be responsible for any type reflows or substitutions. **Do not subset fonts** within the pdf as it will limit our ability to make corrections and revisions.

For new application work: Please supply all fonts used in the layout mechanical (InDesign, Quark) and support art files (Illustrator, PhotoShop...) Adobe Fonts also offers modern options via Creative Cloud subscriptions.

Operating System Support: As of 2026, PostScript Type 1 fonts may still function in QuarkXPress 2026 if they are correctly installed in the system's root or user font folders (e.g., /Library/Fonts/ on macOS). However, modern operating systems like macOS Tahoe and updated Windows versions are actively phasing out support for this legacy format.

Printing & Output: Even if PS Type 1 fonts appear in your layout, they are increasingly prone to errors during PDF export or when printing to modern CTP workflows. We do not recommend submitting pdf files with Post Script fonts. If fonts other than .otf or .ttf must be used, please change that type to outline. Outlined fonts will rip correctly but cannot be revised once the pdf is generated.

## COLOR AND DESIGN ELEMENTS

Any adjustments to images (color adjustments, sizing changes, etc.) should be applied in their respective application prior to importing into the layout application.

Images should be supplied at 300dpi at 100% (reproduction size) within the application. If the enlargement of the image/graphic is less than 120% or reduction less than 80%, it is okay not to resize and update that image/graphic within the layout. (Keep in mind that any resizing applied in the layout application will result in a change in resolution (e.g., the same 300dpi image at 200% would be 150dpi, or considered low-res) This can cause your PDF not to pass preflight inspection.)

Images can be supplied as any of the following: layered or flattened .tiff, hi-res .jpg, or native .psd and .ai formats. The most current layered psd's (Photoshop Layered Files) are to be supplied, when available, along with any flattened versions used when applicable.

Bitmap tiff files must be 1200dpi.

Do not use RGB text, line art or images. RGB must be converted to CMYK.

Quad-tone images should be built with black as the dominant channel, representing a full range (5% to 95%)

## RICH BLACK

Use Rich Black for large coverage areas. If an element is to run as "Rich Black" it is recommended to supply it at: C=50, M=45, Y=45, K=100, for a total of 240% ink density. If you choose to use a different breakdown for your rich black, you must make sure that it is used consistently for all rich black elements throughout the files. Do not use Registration color Swatch as Rich Black. Registration Swatch Color is meant for crop marks/turns/folds only.

## **INK DENSITY**

Total ink density (D-Max) must be no more than 320% for coated stock, 280% for uncoated stock, and 240% for newsprint. To calculate total ink density, add the % of all inks printed in one area (e.g., 50%C + 45%M + 45%Y + 100%K = 240 total ink density.)

## **BARCODES**

Barcodes will be vector and built 100% in value. Barcodes should never be scaled less than 80%.

## **SMALL/REVERSED TYPE**

Reversed type should be no less than 6 pt. and preferably sans-serif (e.g., Helvetica or Arial) or boldfaced.

To help ensure legibility, be mindful of the values selected for screened type, and the background shade when using reversed type within a screen. Low contrast combinations may be difficult to read, particularly at smaller sizes, and light value screened type may appear broken.

Fine lettering (thin lines, serifs) must be restricted to one color for best registration.

All black type should be consistent in color.

Type larger than 48pt can be Rich Black

## **RULE LINES**

All lines and line art images are to be a minimum .5 pt. thickness (including reversed lines/line art) at final size to reproduce effectively on press.

## **TRAPPING**

To be handled at BPG-USA with a few exceptions. Any colors that require trapping that are inclusive of an image (raster data) must be trapped before submitting a pdf. Ex. Adobe Photoshop image with additional PMS colors/channels. Any image-to-image (raster-raster) butting that would require trapping must be done prior to submitting a pdf. Also, some bitmap images may be too complex, and the trapping software will fail to trap the artwork. In these cases, it will be requested that the customer optimize the file in question and resubmit the pdf to ensure trapping.

## **3. Guidelines specific to die cuts, foil, emboss, spot uv**

These files are being used to create dies, it's critical they are created in this way that allows for maximum quality. In addition, no halftones, screens, shadow effects, etc. should be applied to the foil or emboss area. This will ensure the foil or emboss area can be properly registered to the print area and avoid compromising the effect area.

The BPG USA companies will make every effort to identify and bring to our customers' attention any issues associated with supplied special effect areas during the pre-flighting process.

### **Opaque Foil**

Elements need to be built as vectored artwork in a separate spot color (e.g., foil).

Elements are to be on a single page with the process.

Elements to be set to overprint, or change the blending mode (on the Menu Line under Objects > Effects to Multiply)

Do not apply trapping; this will be done if needed at output.

### **Special Foils (Translucent, transparent, holograph)**

Elements need to be built as vectored artwork in a separate spot color (e.g., special foil).

Elements are to be on a single page with the process.

Elements to be set to knockout.

Do not apply trapping; this will be done if needed at output.

Details of the special foil need to be relayed in a memo to your BPG-USA contact.

### **Embosses and spot uv**

Elements need to be built as vectored artwork in process black.

Elements are to be on a separate page.

Do not apply trapping.

### **Sculptured embossing**

Elements need to be built as vectored artwork in process black.

Elements are to be on a separate page.

Details of the sculptured emboss need to be relayed in a memo to your BPG-USA contact.

#### **Die Cut**

Die Cut to be built as a 1 pt. stroke on a single page with the process as a separate spot color labeled (e.g., Die Cut)

## Section 4 – Making the Connection

#### **File Packaging:**

Confirm all fonts are supplied and graphics elements are linked prior to release of file to Production. Make sure your EPS files are saved with the fonts embedded. If not, you may not get a missing font message until you attempt to export a PDF.

Check the FILE >> PACKAGE window to ensure that all links and fonts are loaded and working properly. There will be an error symbol next to any problems to inform you what needs to be corrected.

Once you have confirmed that the file doesn't contain any errors click PACKAGE. Make sure to include the necessary components by clicking COPY FONTS, COPY LINKED GRAPHICS, and UPDATE GRAPHIC LINKS IN PACKAGE.

When sending application files compress your folder prior to uploading.

#### **File Transmission:**

BPG-USA InSite Prepress Portal <https://insite.bpg-usa.com> is used for uploading files. If you need credentials or cannot upload files using the portal, please contact your BPG-USA CSR for more information.

#### **BPG-USA InSite Prepress Portal:**

BPG-USA InSite Prepress Portal is a web-based portal that provides secure, 24/7 online access to a BPG-USA's prepress environment, tightly integrated with our prepress workflow system. It enables customers to efficiently manage print jobs over the internet by submitting files, uploading jobs, tracking real-time progress, collaborating on revisions, and reviewing/approving pages without relying on traditional methods like FTP, email attachments, or Dropbox.

The portal features tools like Smart Review for on-screen proofing (with annotation capabilities), automatic preflighting for error detection, comprehensive job and page status overviews, and support for approvals across stakeholders. This streamlines the prepress process, reduces cycle times, minimizes errors and costs, enhances communication, and improves accuracy by ensuring everyone works from the same digital master file. For login credentials, or training on how to use the portal please contact your CSR.

## Section 5 – Site/Process-Specific Requirements

#### **Web printing Requirements:**

##### **Berryville Graphics**

Contact your CSR for "Gap Pages" that cannot bleed.

Text page border designs to be at least 1/4" wide after final trim.

Requires a dot range of 3% to 95%

#### **Web Press Printing Limitations:**

Solid rules smaller than .25 pt.

Knockout rules smaller than 1 pt.

Screened rules smaller than .5 pt.

Knock out type smaller than 12 pt.

Maximum trim for bleeds is 9 1/8

### **Web Supporting Material:**

We require a "layout" outlining all front matter, back matter, body text, and any blank pages.

Example:	Pg. 1	Intro
	Pg.2	Blank
	Pg.3	Title
	Pg.4	CR
	Pg.5	Dear Teacher,
	Pg.6	Dedication
	Pg.7	Dear Reader,
	Pg.8	Blank
	Pgs.9-350	Body Text
	Pg.351	A Letter to Our Readers
	Pg.352	Heartsong AD

Blank Pages within Body Text      42, 108, 214, 292

## **Section 6 – How to get Help?**

### **CONTACT US**

If you have concerns about any of these guidelines, please contact your BPG-USA CSR. This will prevent delays and additional costs.

#### **Berryville, Virginia**

25 Jack Enders Blvd.  
Berryville, VA 22611  
(540) 955-2750

#### **Martinsburg, West Virginia**

871 Baker Road  
Martinsburg, WV 25405  
(681) 247-3300

#### **Fairfield, Pennsylvania**

100 North Miller Street  
Fairfield, PA 17320  
(717) 549-4800

#### **Hicksville, New York**

840 South Broadway  
Hicksville, New York 11801  
(516) 576-2100