What is a PDF?

If you’ve ever ordered anything from Print Media Services (also referred to as printing services or the UACES print shop), you were probably asked to supply two things: an electronic file (PDF) and a completed MISC-300X form.

In the case of Print Media Services, an electronic file is the "artwork" which is used to print your job. If improperly or incompletely submitted, your job may not meet your expectations or your deadline.

There are a lot of different programs that you can use to create your electronic print file. Print Media Services has access to most of them, however, you will be asked to send your file as a print ready PDF. PDF stands for Portable Document Format. It’s an easy to use format that eliminates all of the extra files you’d have to send with a “traditional” print job. It bundles all of your pictures, fonts and other print data together in one handy file.

By supplying a print ready PDF you create a simple workflow between you and us, enabling a hassle free transition from design through to print and delivery.

A print ready PDF must meet certain criteria for your file to print without problems. All print ready PDFs must adhere to the following criteria: Resolution; Size and Color. If you are unfamiliar with this we suggest checking with Communications.