

LAKESIDE  
**businessworks**  
market your business.

Bleed Line .....  
Cut Line \_\_\_\_\_  
Crease or Guide .....

# FILE SPECS FOR INDIGO PRINTING

- All files must be 300dpi for optimum quality.
- RGB or CMYK are acceptable color spaces.
- Files that are multi page documents must be sent in a multi page PDF (not spreads).
- Files that are one sided may be sent in PDF, JPG or TIFF
- All files 7MB or under can be emailed. Any files larger than that may be uploaded via Basecamp (see separate instruction sheet on following page)
- Files must have fonts embedded.
- If you are sending an Indesign or Quark document it must be packaged with all links, fonts, etc.
- Please specify the finished size of the document and any special instructions.
- Send all files with the bleed and NO printers marks or crop marks
- Text (or anything you don't want cut off) should be placed .25" from each edge of the document. We need this room to cut the bleed.

# LARGE FILE UPLOAD

Site: <https://lakesidecamera.basecamphq.com/>

Log in: Upload

Password: lakeside

After you log in you will be in the folder Lakeside Camera Upload

Across the top you will see green tabs.

Click on the tab that says "FILES"

Click "UPLOAD A FILE" on the right hand side

Click "BROWSE" and navigate to the location of the file on your computer

Click on the "CATEGORY" button on the right side and select the appropriate category

Please add your name, project description and who you are working with at Lakeside in the "Optional Description" box.

Click "ADD ANOTHER FILE" if needed and continue process

Click "UPLOAD FILE"

I suggest zipping all of the files using win zip before uploading.

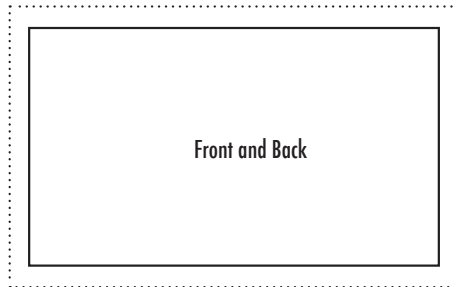
Note: You may not upload files larger than 100 megabytes.

Please call 504.885.8660 and ask for Kim if you need assistance.

**Page size** 3.5" x 2"  
**Bleed size** 2.5mm

**Final Page Size** 3.697" x 2.197" (aprox. 3.7" x 2.2")

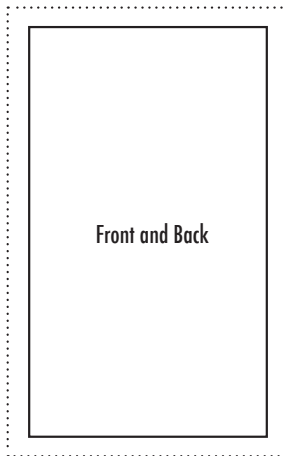
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 2" x 3.5"  
**Bleed size** 2.5mm

**Final Page Size** 2.197" x 3.697" (aprox. 2.2" x 3.7")

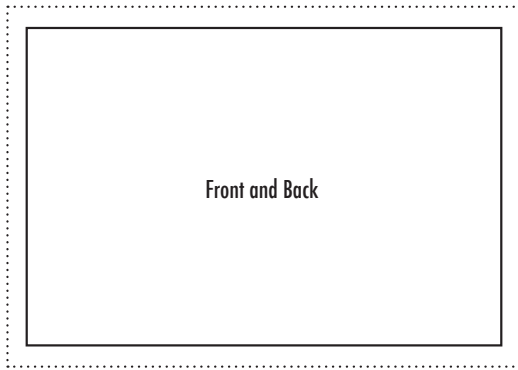
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 5" x 3"  
**Bleed size** 2.5mm

**Final Page Size** 5.197" x 3.197" (approx. 5.2" x 3.2")

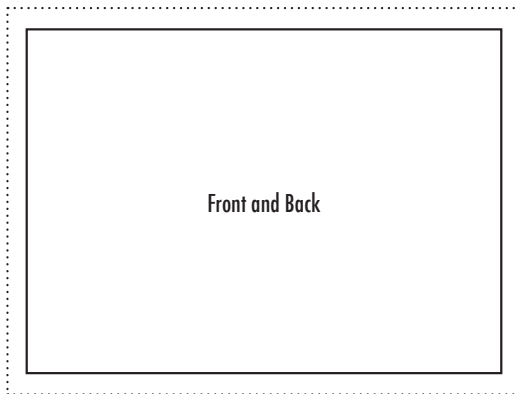
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 5" x 3.5"  
**Bleed size** 2.5mm

**Final Page Size** 5.197" x 3.697" (aprox. 5.2" x 3.7")

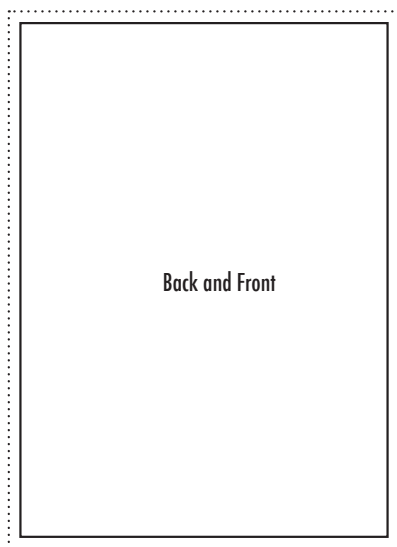
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 2.5" x 3.5"  
**Bleed size** 2.5mm

**Final Page Size** 2.697" x 3.697" (aprox. 2.7" x 3.7")

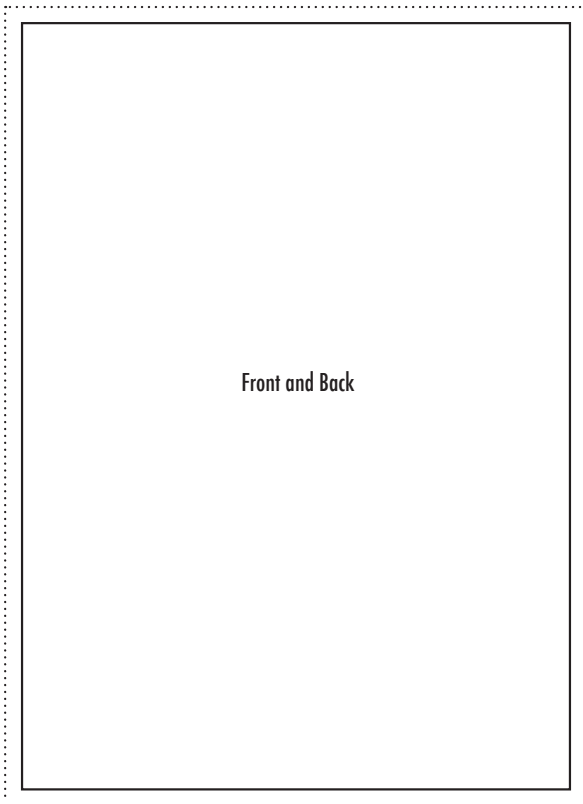
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 8.5" x 11"  
**Bleed size** 2.5mm

**Final Page Size** 8.697" x 11.197" (aprox. 8.7" x 11.2")

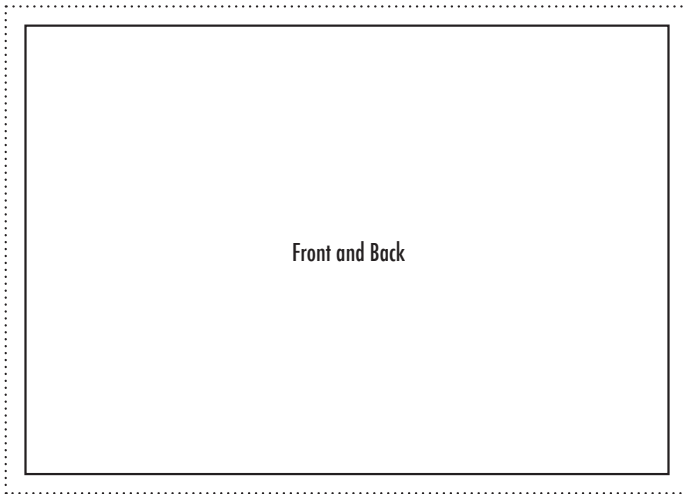
**File Setup** Single or multi-page (CMYK or RGB)



**Page size** 8.5" x 5.5"  
**Bleed size** 2.5mm

**Final Page Size** 8.697" x 5.697" (aprox. 8.7" x 5.7")

**File Setup** 1 to 2 pages (CMYK or RGB)

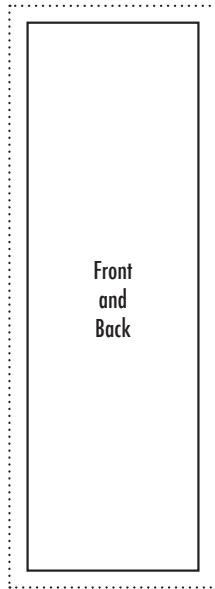


**HALF LETTER**

**Page size** 2" x 6"  
**Bleed size** 2.5mm

**Final Page Size** 2.197" x 6.197" (approx. 2.2" x 6.2")

**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 17" x 11"  
**Bleed size** 2.5mm

**Final Page Size** 17.197" x 11.197" (aprox. 17.2" x 11.2")

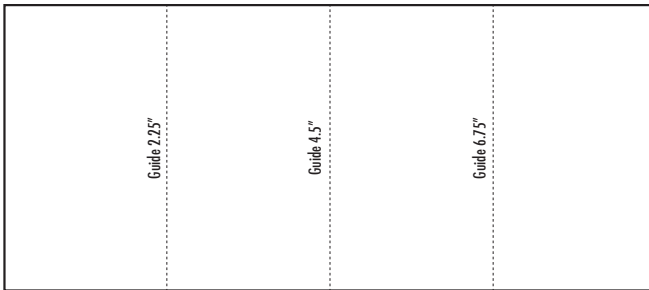
**File Setup** 1 page (CMYK or RGB)

Single Sided or Double Sided

Page size 2.25 x 4" (x4)  
Bleed size none

Final Page Size 9" x 4"

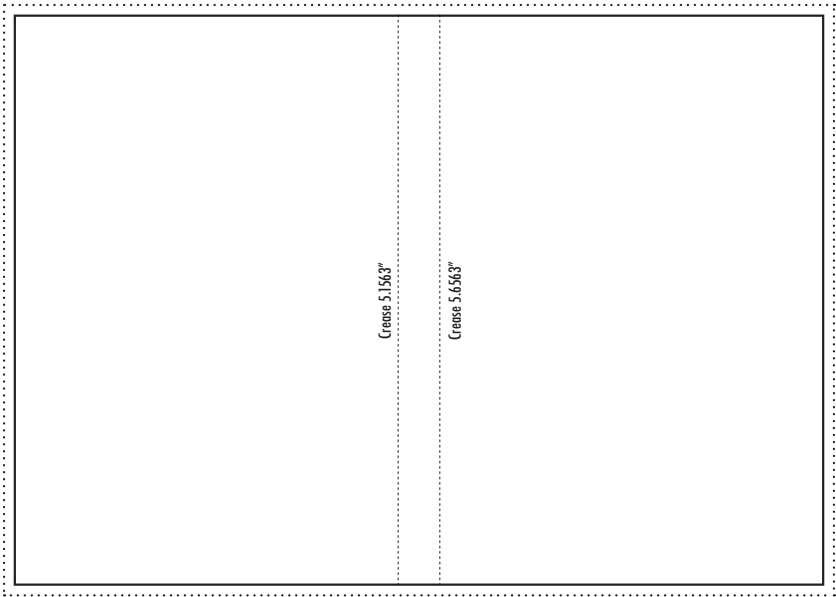
File Setup 1 page (CMYK or RGB)



Page size 10.8125" x 7.25"  
Bleed size 2.5mm

Final Page Size 12.0095" x 7.397" (approx. 12" x 7.4")

File Setup 1 page (CMYK or RGB)

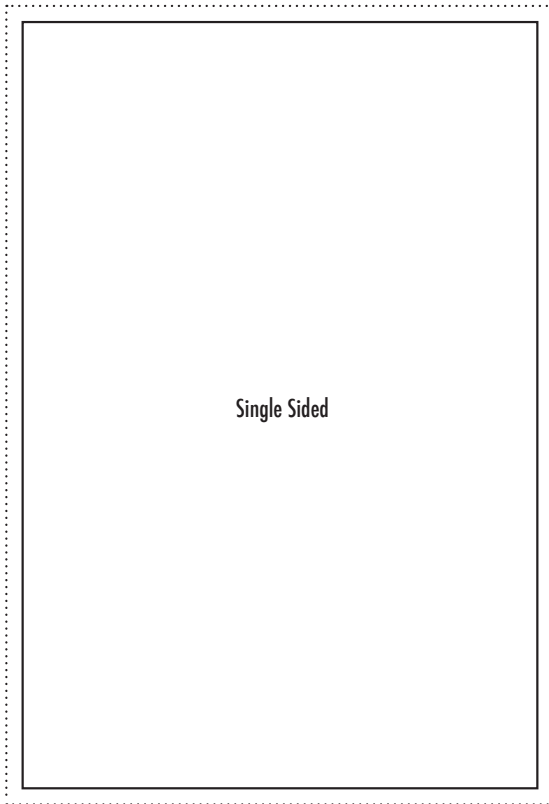


DVD CASE COVER INSERT

**Page size** 8" x 11"  
**Bleed size** 2.5mm

**Final Page Size** 8.197" x 11.197" (aprox. 8.2" x 11.2")

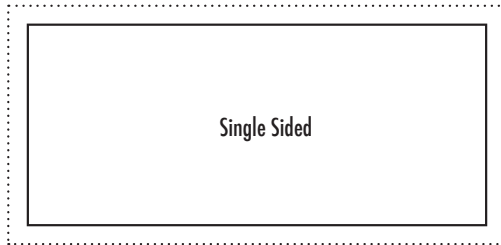
**File Setup** 1 page (CMYK or RGB)



Page size 2.625" x 1"  
Bleed size 0.0625"

Final Page Size 2.75" x 1.125"

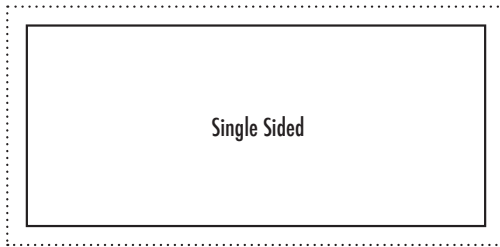
File Setup 1 page (CMYK or RGB)



Page size 2.625" x 1"  
Bleed size 0.0625"

Final Page Size 2.75" x 1.125"

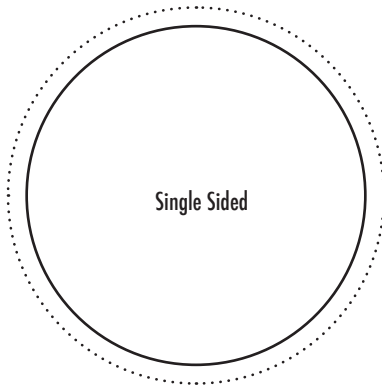
File Setup 1 page (CMYK or RGB)



Page size 2" x 2"  
Bleed size 0.0625"

Final Page Size 2.125" x 2.125"

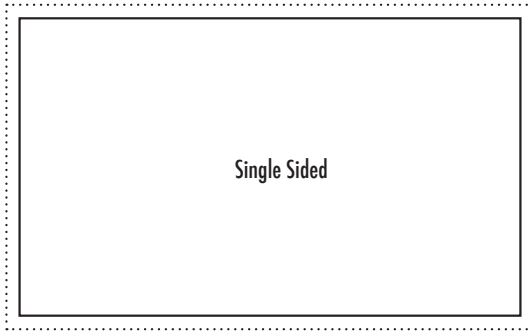
File Setup 1 page (CMYK or RGB)



**Page size** 2" x 4"  
**Bleed size** 0.0625"

**Final Page Size** 2.125" x 4.125"

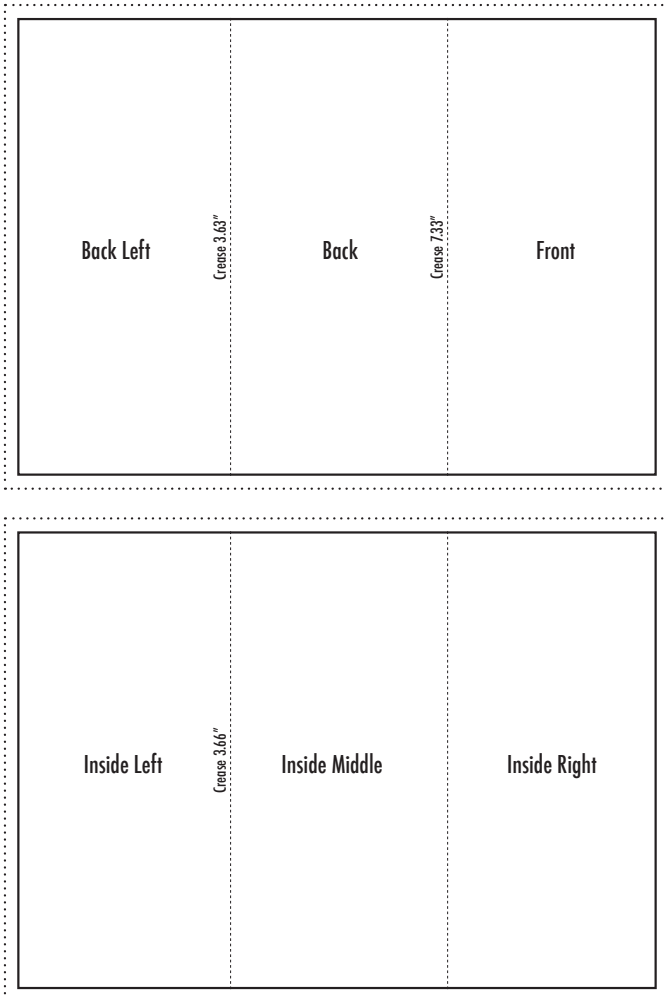
**File Setup** 1 page (CMYK or RGB)



Page size 11" x 8.5"  
Bleed size 2.5mm

Final Page Size 11.197" x 8.697" (aprox. 11.2" x 8.7")

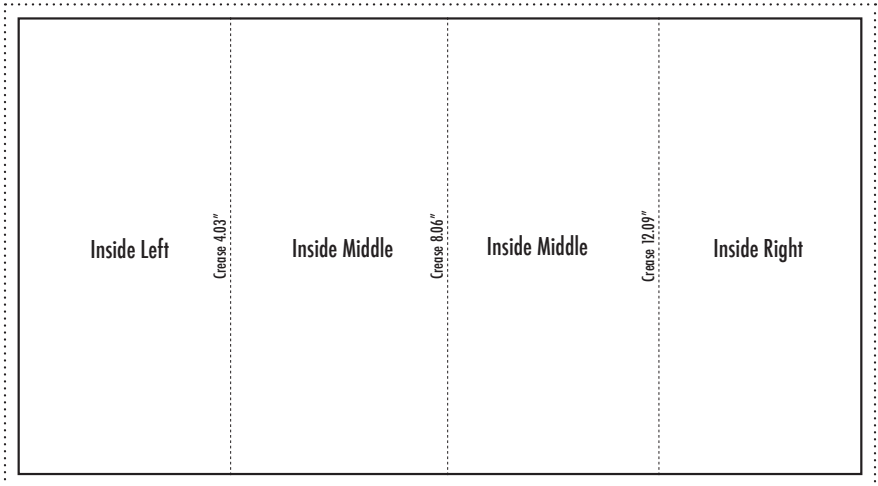
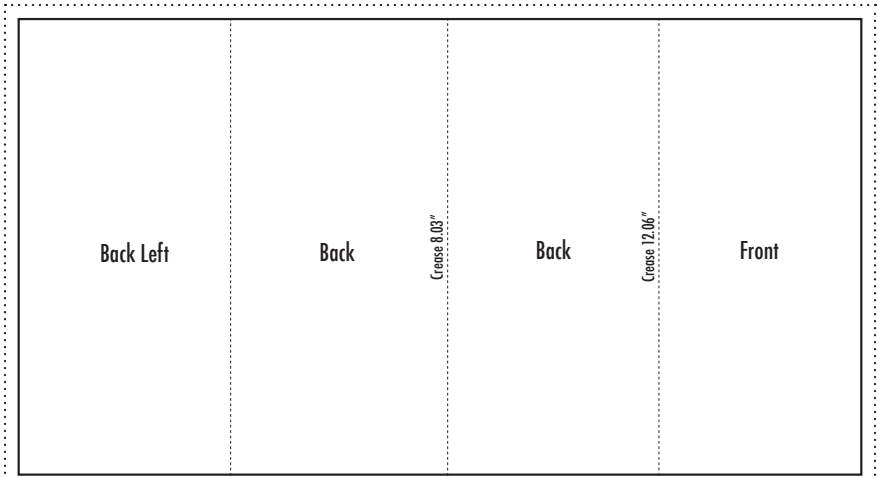
File Setup 2 pages (CMYK or RGB)



Page size 16.125" x 8.5"  
Bleed size 2.5mm

Final Page Size 16.322" x 8.697" (aprox. 16.3" x 8.7")

File Setup 2 pages (CMYK or RGB)

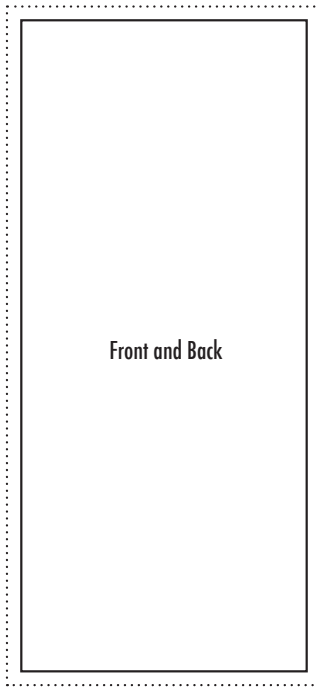


# BROCHURE QUAD-FOLD

**Page size** 3.75" x 8.75"  
**Bleed size** 2.5mm

**Final Page Size** 3.947" x 8.947" (aprox. 3.95" x 8.95")

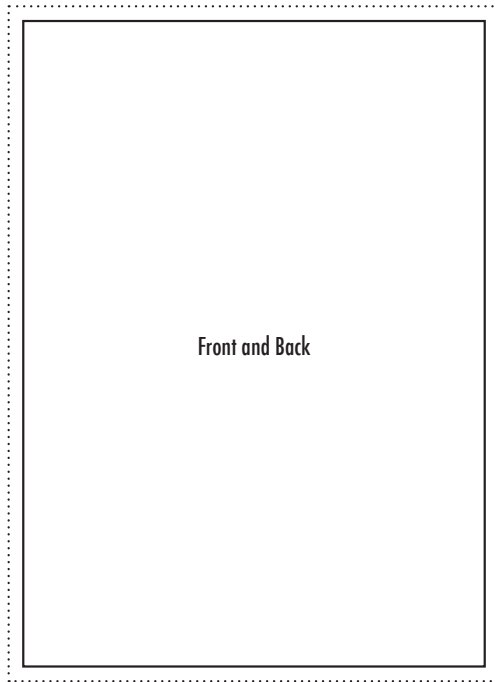
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 5" x 7"  
**Bleed size** 2.5mm

**Final Page Size** 7.197" x 5.197" (aprox. 7.2" x 5.2")

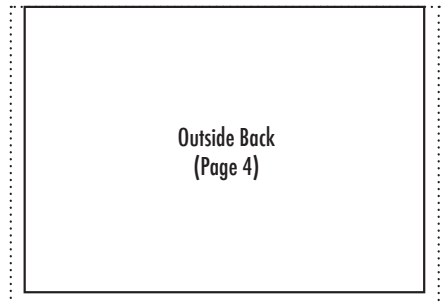
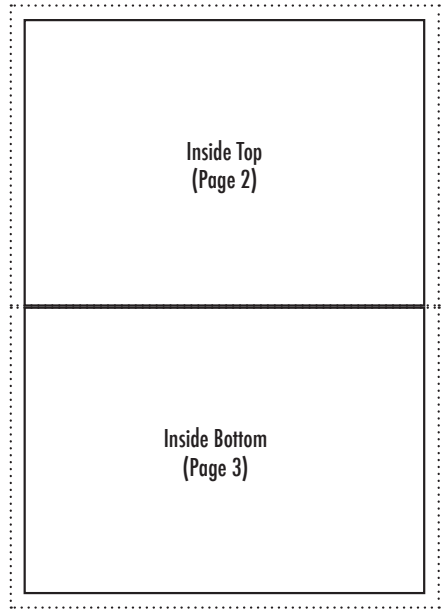
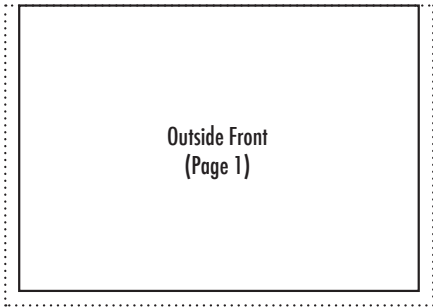
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 7" x 5"  
**Bleed size** 2.5mm

**Final Page Size** 7.197" x 5.0985" (aprox. 7.2" x 5.1")

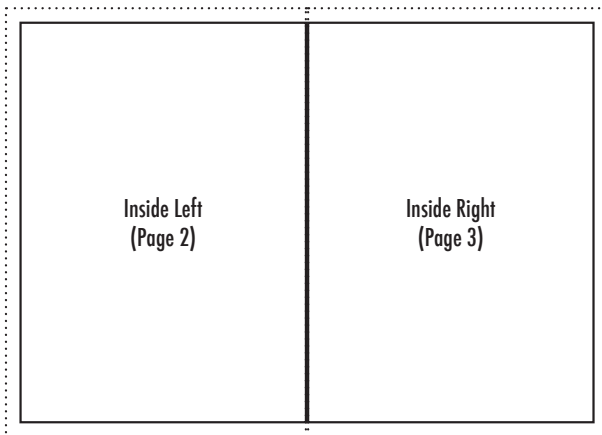
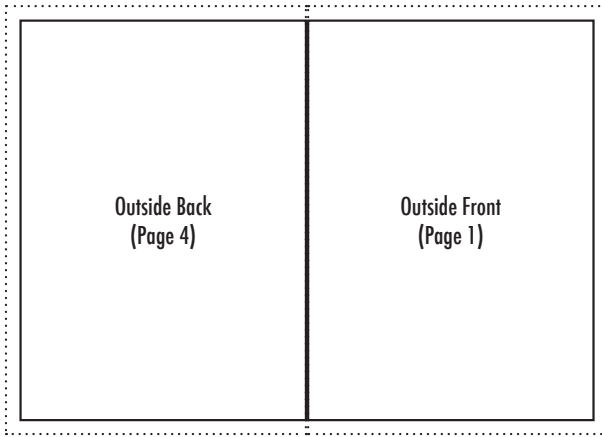
**PDF Setup** 4 pages (CMYK or RGB)



**Page size** 5" x 7"  
**Bleed size** 2.5mm

**Final Page Size** 5.0985" x 7.197" (aprox. 5.1" x 7.2")

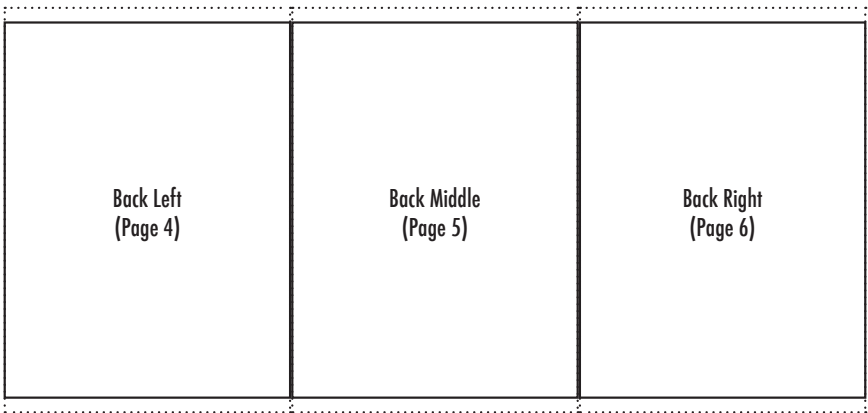
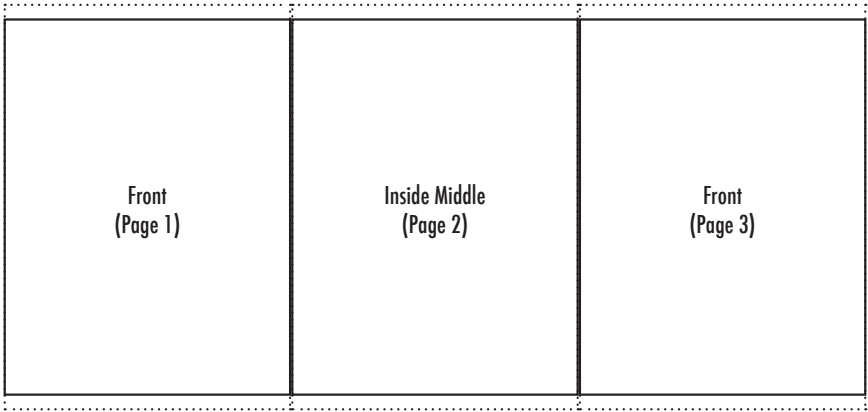
**PDF Setup** 4 pages (CMYK or RGB)



**Page size** 5" x 7"  
**Bleed size** 2.5mm (Top and Bottom only)

**Final Page Size** 5" x 7.197" (aprox. 5" x 7.2")

**PDF Setup** 3 to 6 pages (CMYK or RGB)

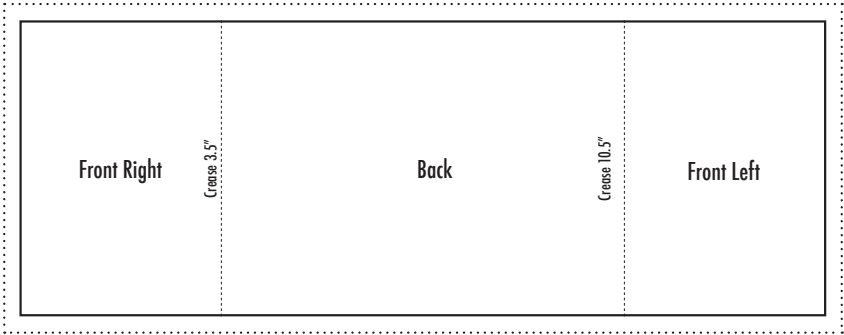


Page size 14" x 5"  
Bleed size 2.5mm

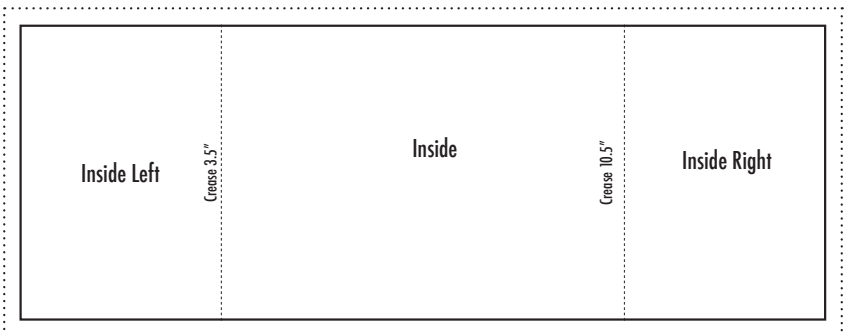
Final Page Size 14.197" x 5.197" (aprox. 14.2" x 5.2")

File Setup 2 pages (CMYK or RGB)

(Page 1)



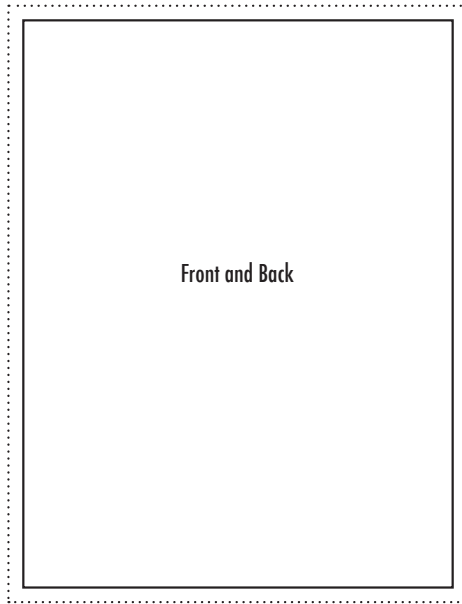
(Page 2)



**Page size** 4.25" x 5.5"  
**Bleed size** 2.5mm

**Final Page Size** 4.447" x 5.697" (aprox. 4.45" x 5.7")

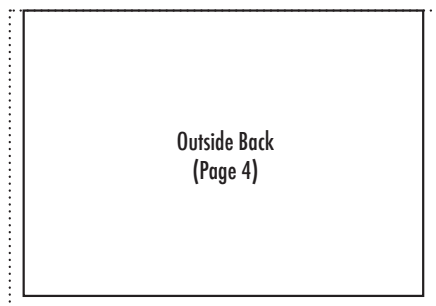
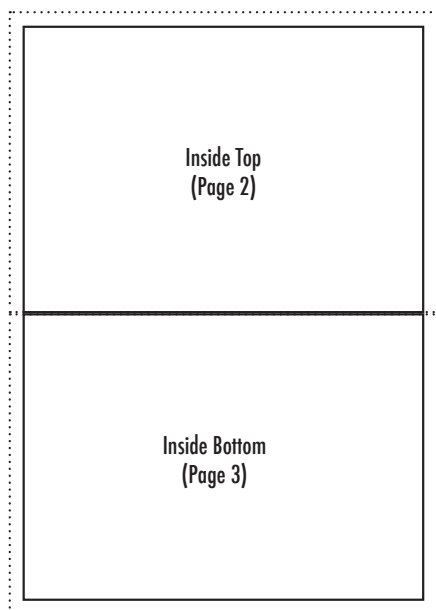
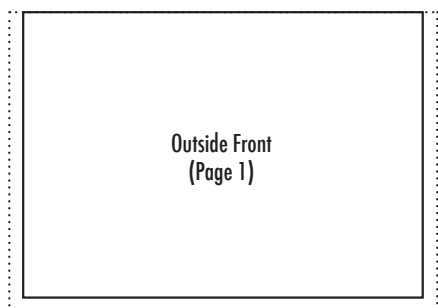
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 5.5" x 4.25"  
**Bleed size** 2.5mm

**Final Page Size** 5.697" x 4.3485" (aprox. 5.7" x 4.35")

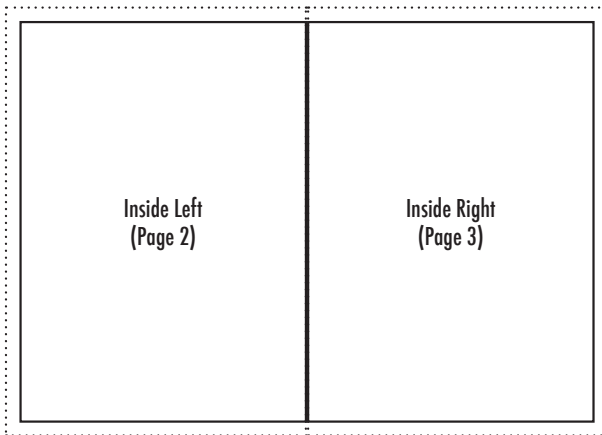
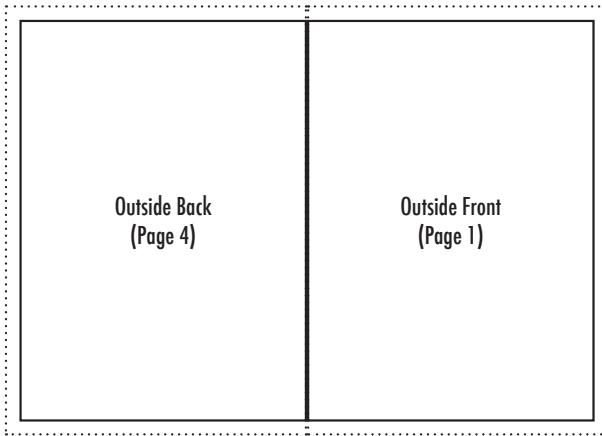
**PDF Setup** 4 pages (CMYK or RGB)



**Page size** 4.25" x 5.5"  
**Bleed size** 2.5mm

**Final Page Size** 4.3485" x 5.697" (approx. 4.35" x 5.7")

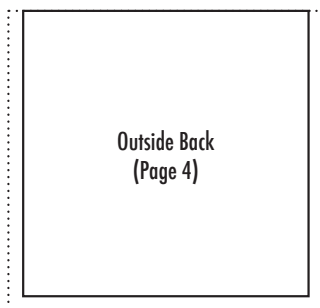
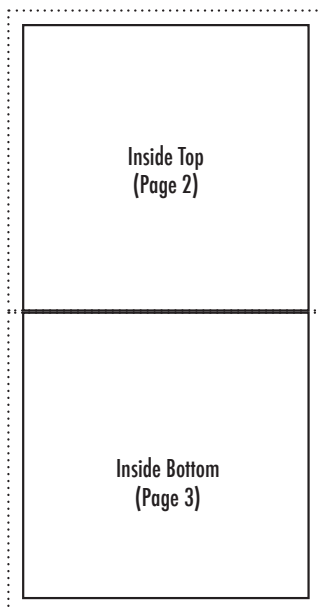
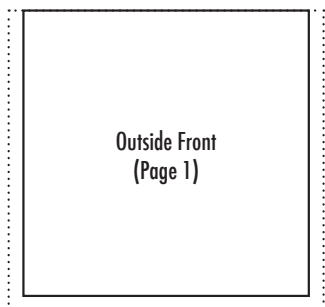
**PDF Setup** 4 pages (CMYK or RGB)



**Page size** 5" x 5"  
**Bleed size** 2.5mm

**Final Page Size** 5.197" x 5.0985" (approx. 5.2" x 5.1")

**PDF Setup** 4 pages (CMYK or RGB)



**5X5 SINGLE FOLD**

**Page size** 5" x 5"  
**Bleed size** none

**Final Page Size** 5" x 5"

**PDF Setup** 3 to 6 pages (CMYK or RGB)

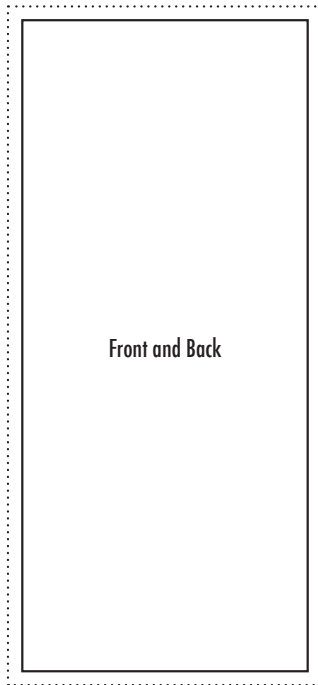
|   |   |  |
|---|---|--|
| <p><b>Front</b><br/><b>(Page 1)</b></p> | <p><b>Inside Middle</b><br/><b>(Page 2)</b></p> | <p><b>Inside right</b><br/><b>(Page 3)</b></p> |
|---|---|--|

|   |   |  |
|---|---|--|
| <p><b>Back Left</b><br/><b>(Page 4)</b></p> | <p><b>Back Middle</b><br/><b>(Page 5)</b></p> | <p><b>Back Right</b><br/><b>(Page 6)</b></p> |
|---|---|--|

**Page size** 4" x 9"  
**Bleed size** 2.5mm

**Final Page Size** 4.197" x 9.197" (aprox. 4.2" x 9.2")

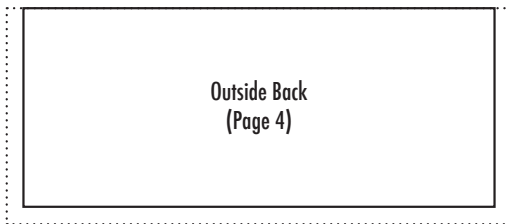
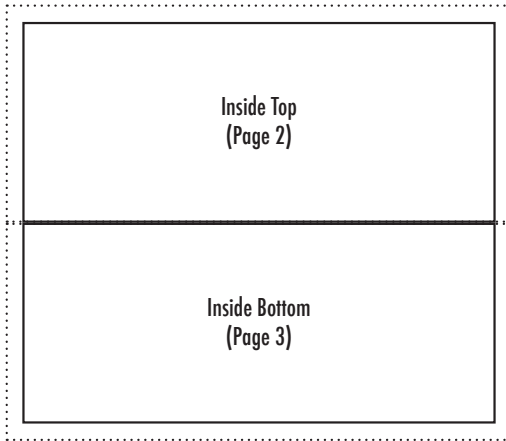
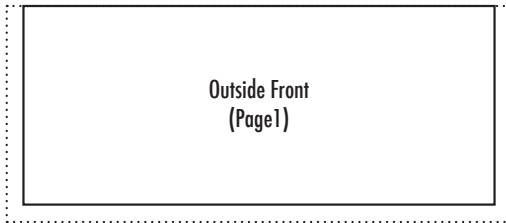
**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 9" x 4"  
**Bleed size** 2.5mm

**Final Page Size** 9.197" x 4.0985" (aprox. 9.2" x 4.1")

**File Setup** 4 pages (CMYK or RGB)

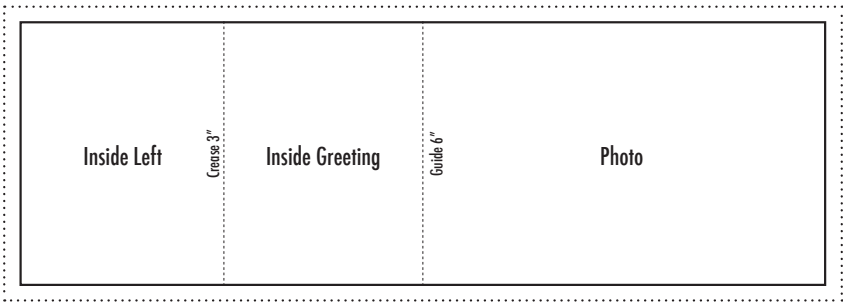


Page size 12" x 4"  
Bleed size 2.5mm

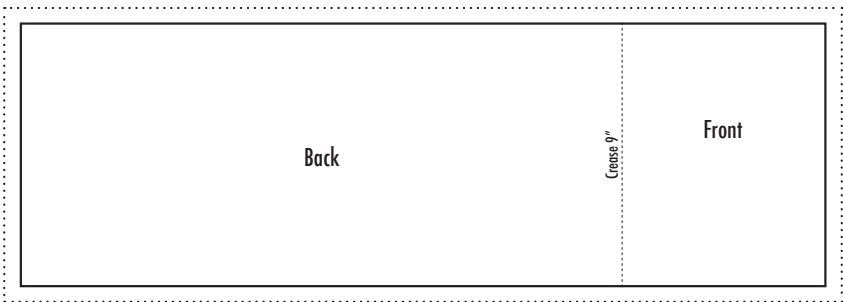
Final Page Size 12.197" x 4.197" (aprox. 12.2" x 4.2")

File Setup 2 pages (CMYK or RGB)

(Page 1)



(Page 2)

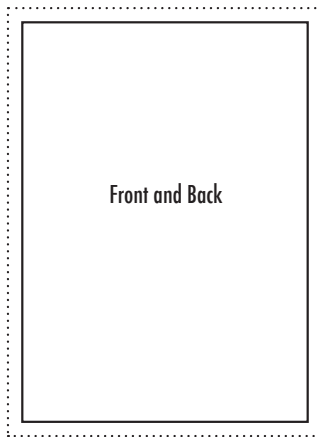


**4X9 EDGE FOLD**

**Page size** 4" x 6"  
**Bleed size** 2.5mm

**Final Page Size** 4.197" x 6.197" (aprox. 4.2" x 6.2")

**File Setup** 1 to 2 pages (CMYK or RGB)



**Page size** 11.767" x 11.5"  
**Bleed size** 2.5mm

**Final Page Size** 11.964" x 11.697" (aprox. 12" x 11.7")

**File Setup** 22 to 42 pages (CMYK or RGB)



Front and Back

**Page size** 11" x 8.5"  
**Bleed size** 2.5mm

**Final Page Size** 11.197" x 8.697" (aprox. 11.2" x 8.7")

**File Setup** 22 to 42 pages (CMYK or RGB)



Front and Back

**Page size** 8" x 8"  
**Bleed size** 2.5mm

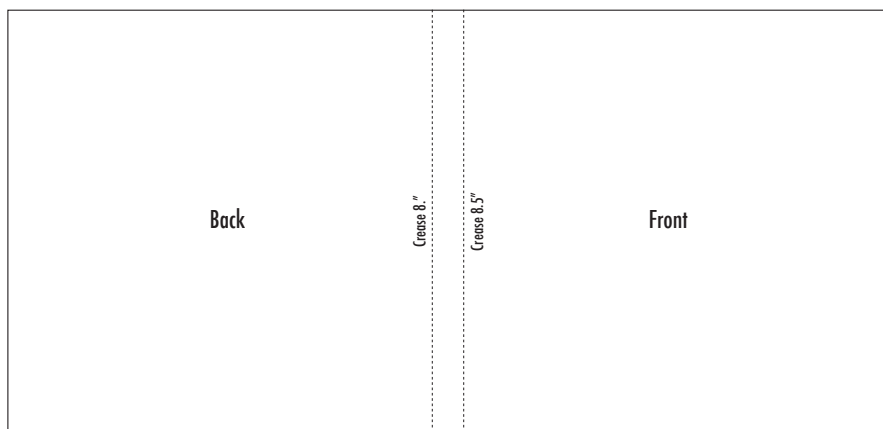
**Final Page Size** 8.197" x 8.197" (approx. 8.2" x 8.2")

**File Setup** 20 to 40 pages (CMYK or RGB)

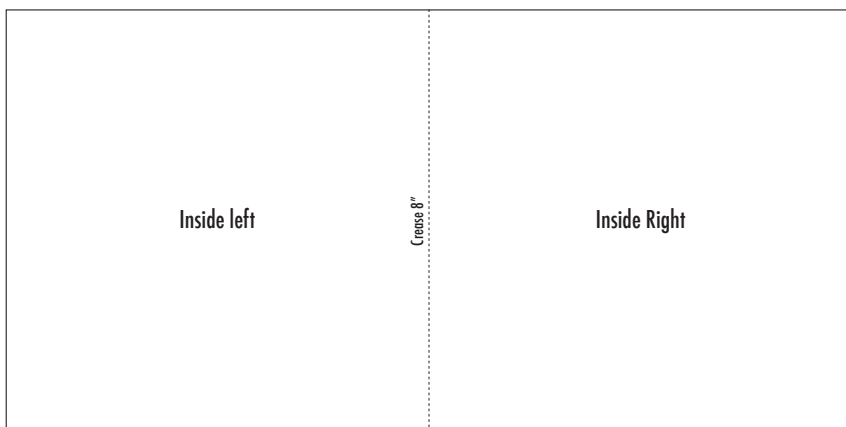


|              |                                  |
|--------------|----------------------------------|
| Cover Page   | 16" x 8"                         |
| Inside Pages | 16.669" x 8" (aprox. 16.7" x 8") |
| Bleed size   | none                             |
| File Setup   | 15 jpgs (RGB)                    |

Cover (Page 1)

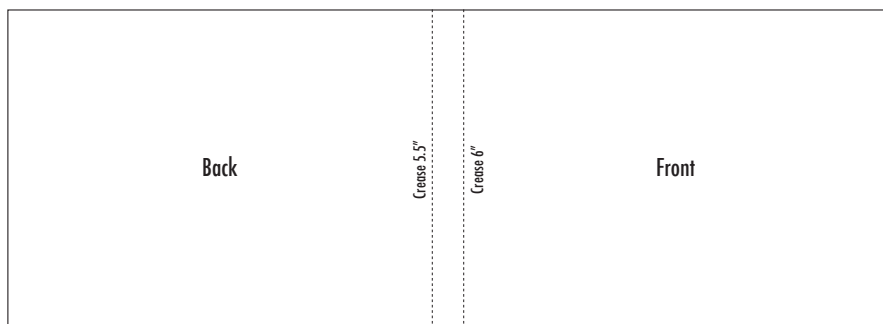


Inside (Pages 2-15)

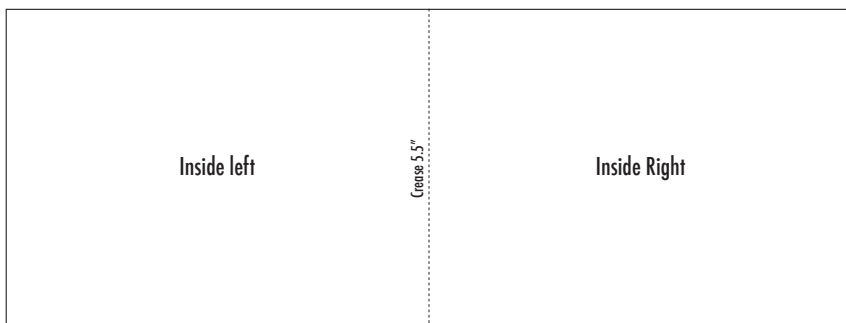


|              |                                   |
|--------------|-----------------------------------|
| Cover Page   | 11" x 4"                          |
| Inside Pages | 11.669" x 4" (approx. 11.7" x 4") |
| Bleed size   | none                              |
| File Setup   | 15 jpgs (RGB)                     |

Cover (Page 1)



Inside (Pages 2-15)



**Page size** 11" x 8.5"  
**Bleed size** 2.5mm

**Final Page Size** 11.197" x 8.697" (aprox. 11.2" x 8.7")

**File Setup** 26 pages (CMYK or RGB)



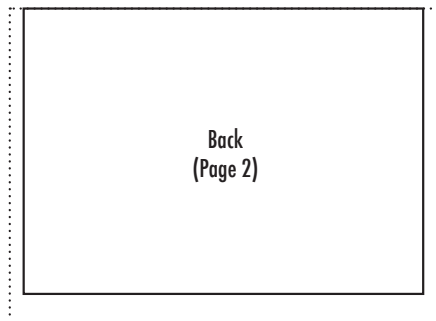
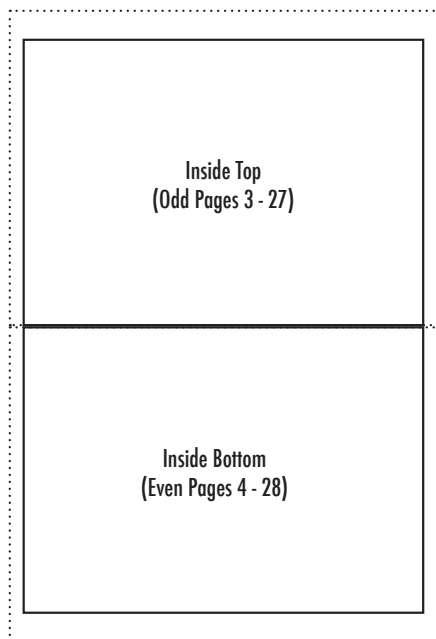
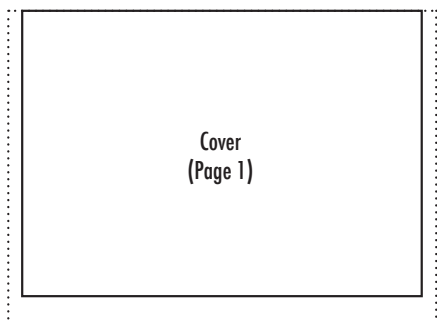
Front and Back

**CALENDAR SPIRAL**

**Page size** 11" x 8.5"  
**Bleed size** 2.5mm (Sides) + 5mm (Top or Bottom only)

**Final Page Size** 11.197" x 8.697" (aprox. 11.2" x 8.7")

**File Setup** 28 pages (CMYK or RGB)



**Page size** 8" x 5"  
**Bleed size** 2.5mm

**Final Page Size** 8.197" x 5.197" (approx. 8.2" x 5.2")

**File Setup** 13 pages for 12-months (CMYK or RGB)  
20 pages for 18-months (CMYK or RGB)

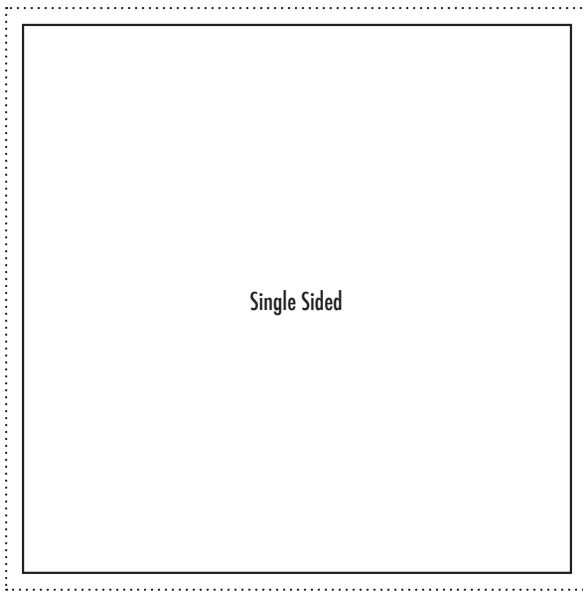


Single Sided

**Page size** 4.7" x 5.375"  
**Bleed size** 2.5mm

**Final Page Size** 4.897" x 5.573" (approx. 4.9" x 5.57")

**File Setup** 13 pages for 12-months (CMYK or RGB)  
20 pages for 18-months (CMYK or RGB)



**Page size** 11" x 17"  
**Bleed size** 2.5mm

**Final Page Size** 11.197" x 17.197" (aprox. 11.2" x 17.2")

**File Setup** 12 pages (CMYK or RGB)



Single Sided