

## FILE SETUP GUIDE

We want to produce your order as smoothly as possible, so please feel free to call and chat with our art department with any questions about your file set up.

### Format

WE can accept PDF,eps, tif, jpeg, etc. It is important that if your file contains a raster image it maintain 100dpi at full size.

Our preferred file format is Adobe Illustrator for single pieces of artwork, or Adobe InDesign for multiple pages or multiples of art at a common size. Due to the physical size of banners & signs, logos and graphic should be supplied in Vector format to produce best results. Supply text outlined, or supply the fonts used. Avoid embedding files in Illustrator layouts. Save Illustrator layouts as "Adobe Illustrator (.ai)" format and make all pictures linked CMYK Tiff files, and supply them separately.

We accept files on: CD, DVD-R/W, and via FTP. Please call for information on using our FTP.

Software: Illustrator, Photoshop, Quark Xpress 7, Indesign.

MS Office software is not suitable for large format printing. It may result in poor quality, bad color and unexpected results.

Artwork created using MS Office or any other unlisted applications may not always be suitable, and may incur an additional fee. Please check before submitting your artwork.

### File Set-Up

Files : Include all linked graphics. This includes logos, scans and other images

Size: Set-up files at full size where the software permits, or no smaller than 25% of the final output size. Please keep reduced sizes proportionate.

Images: Remember, scan with the final output size in-mind. Image resolution must be at least 100 Pixels per inch (or dpi) at its final printed size, eg. 100dpi at 100%, 200 dpi at 50% & 400 dpi at 25% of the final size  
Fonts: Always include the entire Postscript font suitcase, this includes printer and screen fonts. Please avoid True Type fonts, and Mac System Fonts. Vinyl: Art should be in Vector format with text outlined, or supplied with the fonts used.

Color Match: Always specify a PMS color or supply a color swatch when color matching is requested. Any color correction of Raster images (Photoshop) may result in an additional design charge.

File Quality: We can add dpi to files up to about 200%, but please keep-in mind the better the original artwork and the better the scan, the better the final print.