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## Digital File Preparation

- Include all fonts used or convert all text to outlines.
- Include all imported files. If files are embedded, they cannot be edited or color corrected.
- Save files in their native application. For example: Illustrator as .ai, Quark as .qxd, etc...
- Files saved as eps (except for Illustrator and Freehand with all imports) cannot be edited and will be output as is.
- Files saved as pdf cannot be edited and will be output as is.
- Inkjet output is a CMYK process, so CMYK files are preferred. RGB files will be converted to CMYK.
- For best color matching results, Pantone (PMS) colors should be used. If a PMS color is not available, a color swatch or proof for matching is suggested.
- Files do not need to be set up at full size, but they need to be proportional to the final output size.
- At least .25" (1/4") bleed all around should be included for files that need to be mounted on any substrate such as Gatorfoam, Fome Cor or Sintra.
- If files need to be output in multiple panels, please note how the tiling of the panels will affect the artwork.
- To avoid confusion, please send only the necessary files to produce the job.
- If possible, provide a hard copy of the file or a pdf to confirm the file is correct.
- Photoshop imports should be at least 75ppi at final size for best results. They also do not need to be larger than 300ppi at final size. Do not resize low resolution files. If the only available file is low resolution let us deal with it to generate the best possible output.
- Very complex files using gradients, gradient mesh and transparency effects may encounter printing difficulties.
- Please simplify files by eliminating unnecessary objects, such as hidden layers or objects, and duplicate or unused items.

### Preferred Applications:

- Adobe Illustrator (up to CS3)
- Adobe Photoshop (up to CS3)
- Adobe InDesign (up to CS3)
- Quark (up to 6.5)

### Accepted Applications:

- Freehand (up to 9)
- PowerPoint
- Word
- Excel