



Artwork Guidelines

Acceptable Programs

Indesign CS3 or earlier
Illustrator CS3 or earlier
Photoshop CS3 or earlier
QuarkXpress 7.0 or earlier

Acceptable File Formats

TIF, JPG, PSD, EPS, AI, INDD, QXP, PSD, PDF (high resolution).

*Whenever possible, please send PRINT READY files to avoid any additional charges.

*When sending files please be sure to include all support files (fonts, linked images, etc.).

***Art time will be billed if files need to be fixed or altered to meet guidelines.**

Proofs

Please supply a hard copy proof or a low resolution PDF or JPG file as a reference for layout.

*For large orders, and/or when color and quality are critical, an inhouse test print is advisable. Please speak to your sales representative to request a proof print on the final output material.

Resolution

All raster files (either print files or linked files) need to be a minimum of 100 pixels per inch (at 100% of output size) for optimum print quality. This is optical size, not interpolated size.

Font Specifications

Fonts must be converted to outlines. If fonts are not converted to outlines, please provide Macintosh or PC fonts. If changes need to be made to the file, please provide the fonts and a raw version of the file with type that can be edited.

Colors and Color Matching

Files can be output as CMYK or RGB. Please be sure that all elements of each file are consistent and in the same color mode.

*If Pantone colors need to be matched please specify this. All critical Pantone colors need to be called out in the file.

*Orders without indication of Pantone colors, supplied proofs or inhouse test prints will not be guaranteed for color.

Sending and Retrieving Artwork

***Please 'ZIP' or 'STUFF' all files before sending.**

Uploading through Website using Browser (files less than 20 megabytes)

- 1 - www.graphicimaging.com
- 2 - Click UPLOAD YOUR FILES.
- 3 - Fill out form (Attn: Anthony), browse for file and then hit UPLOAD NOW.

Upload to/Download from our FTP site using FTP Client (files more than 20 megabytes)

Before uploading, please place files in a new folder that we can identify.

FTP Address: www.graphicnergiez.com
User Name: ge_upload
Password: uploads1

*Please contact your sales representative upon uploading your files and the graphics department at **output@graphicnergiez.com**.