



**Hard copy.**

Please supply us with the cleanest form of artwork as possible. We can work from a camera ready print, high quality laser print, photographs, or the actual object can be photographed by us and recreated. Please keep in mind that the better quality of the original the better reproduction will be achieved. If you only have poor quality artwork, such as a business card or letterhead, we can recreate the artwork and make new clean artwork that can be made available to you.

Artwork downloaded from a website is of very low resolution, and in turn not suitable for any large format reproduction. Please locate the original files or photographs for us to reproduce. Remember to make sure that you either own the copyright or have permission to reproduce the artwork.

**Digital file.**

We operate in a Windows / PC based environment . So when you supply us the digital file that has been created on a Mac, please save the file and format the media (such as a CD) to be read on a PC. Listed below are the primary design programs that we run.

Always supply us with a printed hard copy of your file or a PDF file for a visual reference.

**We prefer the file saved as an EDITABLE EPS file setup in full CMYK.**

We can also use...

Corel Draw: Please convert type to outlines and include screen and printer fonts.

Adobe Illustrator: Please convert type to outlines and include screen and printer fonts.

Adobe Photoshop: Highest possible resolution on file recommended. See file to print ratio below for minimum file sizes.

**File to print ratio (for Large Format Printing).**

Build your image at 150 dpi at full size. Here is an example... if you are designing a full color banner that is 48" x 96" the resolution needs to be set at 150 dpi. If you build the document at half the size - 24" x 48" (50%) then the resolution needs to be set at 300 dpi. Again if you build your document at a quarter size (25%) then the resolution needs to be 600 dpi. There are some exceptions to this rule, so you can call us if you need more help with setting up the file.

**Vector and line art for cut vinyl.**

Make your document at the final size. If the final output will be cut vinyl graphics or lettering, make sure that the graphic has no intersecting or overlapping lines. The design must be on one layer. Turn off the fill or turn on wire frame preview to make sure that the artwork is as specified. Convert any outlines or thick lines to vectors.

**Sending Files.**

You can email your file if it is smaller than 5MB. If it is larger please call us for FTP instructions. If you send the file in regular mail we accept CD's and DVD's. Please only send a copy (not any originals) as we do not return digital media to you.

