

ACCEPTABLE GRAPHICS FORMATS Effective 5.18.06

***NOTE: Standard production turn-around time is 5 business days from date of received artwork.*

OVERVIEW:

- **Include a color proof of your artwork along with the digital file (Printed proof or emailed JPG/PDF.)**
- Our graphics department is Mac-based. We can accept PC-generated files, but special preparation may be required.
- **All bitmap graphics files (i.e. TIF, JPG, etc.) must be 150 dpi at full size**, 300 dpi at half size, or scaled as needed to make the final image meet the 150 dpi criteria.

ACCEPTABLE FILE FORMATS:

- **Adobe Illustrator CS or earlier (Mac/PC).** Saved as .AI, or .EPS. Text must be converted to outlines. Any bitmap files (i.e. photos) should be included and follow the Photoshop guidelines below. Also, this type of file is necessary for any vinyl work.
- **Adobe Photoshop CS or earlier (Mac/PC).** Saved as Tiff format or Jpeg with image quality set to high/max. For best results, the resolution should be 150 dpi at final output size.

LIMITED ACCEPTABILITY FILE FORMATS:

- **Quark XPress 6 or earlier (Mac Only).** Quark files are acceptable for small graphics, but are not recommended for large format prints due to the fact the software was not designed to handle large layouts. Large layouts designed in Quark require exporting as an .EPS file, then opening and saving in Illustrator. Convert all text to outlines.
- **Adobe InDesign CS (Mac).** See Quark XPress above.

UNACCEPTABLE FILE FORMATS:

- Microsoft Office products (Word, Excel, PowerPoint etc.)
- Low Resolution JPEG, GIF, PICT or BMP images
- DXF Files

ACCEPTABLE MEDIA FORMATS (MAC OR PC):

- CD-ROM
- DVD-R
- Zip Disk 100 or 250 mb
- FTP upload also available. Please inquire for login information.