



FILE PREPARATION GUIDE

Color Mode: CMYK preferred - RGB is okay to use

Bleed: Submit art with 1/4" bleed all around if full bleed is required.
i.e. if the finish size is 24" x 24", the file should be set up at 24.5" x 24.5"

HOW IS THE ART SET UP?

Created in a vector application (Adobe Illustrator, Corel Draw, etc.)



- File does not contain bitmaps. If it does, see "[Uses both Vector and Raster images](#)"
- Convert all text to outlines
- Export or save your art file in the .ai or .eps format
- See "[Sending Proofs](#)" (under Print Information) below

OPTIONAL STEPS

- Convert strokes to outlines
- Expand the special effects you have applied to objects / text

Created in a raster application (Adobe Photoshop, or any program that creates an image composed of pixels)



- Resolution: save your file using the following settings:
 - 72 DPI @ 100% scale for large prints viewed from a distance
 - 150 - 400 dpi @ 100% scale for small prints viewed up close
 - The resulting file size should not be any bigger than 1.5 GB

OPTIONAL STEPS

- Flatten the file (if you don't want to flatten the file, rasterize the text)
- Include the linked fonts in a separate folder and submit it with the .psd file

Uses both vector and raster images (Adobe Illustrator, Corel Draw, etc.)



Option A

- Convert all text to outlines
- Place the raster image(s) as a linked file
- Save art as an .ai or .eps file
- Include the linked raster image(s) / fonts in a separate folder and submit it with the .ai / .eps file

OPTIONAL STEPS

- Convert strokes to outlines
- Expand the special effects you have applied to objects / text

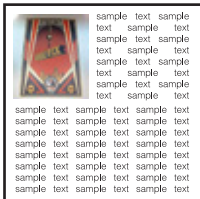
Option B

- Convert all text to outlines
- Place and embed the raster image(s) into the vector application
- Save and submit art as an .ai or .eps file

OPTIONAL STEPS

- Convert strokes to outlines
- Expand the special effects you have applied to objects / text

Created in InDesign or Quark Xpress



InDesign

- Convert all text to outlines
- Embed raster images
- Export as a .eps or .pdf (high quality print) file

OPTIONAL STEPS

- Include the linked raster image(s) / fonts in a separate folder and submit it with the .ai / .eps file

Quark Xpress

- Export as a .eps or .pdf (high quality print) file
- Include fonts that were used in a separate folder then submit it with the .eps or .pdf

OPTIONAL STEPS

- Include the linked raster image(s) / fonts in a separate folder and submit it with the .eps / .pdf file

OTHER INFORMATION

Regarding Microsoft Office documents

Generally speaking, the raster elements embedded in a MS Office file do not scale well because of their low resolution. If you want to submit an Office file, please contact your Account Executive for the best way to handle the file in order to obtain the desired result.

Sending Proofs

Whenever possible, please provide a hard proof that accurately represents the layout color. Please note that when Graffix submits a .jpg or office inkjet printout for you to review, it may not accurately display the finished color. For color critical proofs, please speak to your Account Executive about how to acquire a high-quality print sample.

Accepted Media

While there is no limit to the amount of data we accept, the maximum individual file size should not exceed 4GB.

E-mail: No bigger than 10MB

FTP: No limit (contact Graffix for FTP instructions / password)

Flash Drive: No limit

CD/DVD: No limit