

Size of Output

All files need to be setup at 25% of actual size (for example, a 24" x 48" sign should be laid out in a 6" x 12" document). Files with bleeds need to have a minimum final bleed size of 1/8". Photoshop files need to be a minimum of 300dpi at 25% of actual size.

Artwork Format

Adobe Illustrator files are the preferred format for graphics and allow the greatest flexibility for sizing graphics to any size without loss of quality. Scans should be CMYK and saved as an .eps. Resolution of the scan should be a minimum of 300dpi at 25% of final output size. (For Freehand* and CorelDRAW* see accepted file format notes.)

P3 PRINTING: Resolution of the scan should be a minimum of 175dpi at 100% of final output size when using our high end printers.

NOTE: If you include text in your Photoshop file, your resolution will need to be higher than this in order to keep the text looking as clean as possible. Flatten or rasterize text whenever possible.

Any art or scans placed within a layout application, such as InDesign or Quark, should be placed in the document as an .eps at 70-100% scale.

Fonts

All Adobe Illustrator, Freehand and CorelDRAW files must have the fonts converted to outlines or paths. All fonts used in an InDesign or Quark document must be provided, both screen and printer fonts (in suitcases).

Proofing

We require a .pdf of the final artwork to ensure that the final digital output matches your original file. If color is critical, we require you to supply us with exact PMS colors.

Photos

(.jpg .bmp .gif) These are formats usually formatted for web graphics. These can only be accepted if the resolution is at least 150-300dpi and in CMYK color.

NOTE: If you are taking an image from a website, it WILL NOT WORK. Photos from websites have been formatted from the originals to be as small as possible so web pages can load quickly. These files are too small for print.

Digital Cameras

If you are taking pictures from a digital camera to send to us for output, your camera settings must be set at high or best resolution. Digital photos under 5MB usually do not work for large format output.

If you have a small digital file, DO NOT open the photo in a photo editing program and change the resolution (dpi) to make the photo larger. There is no way to ADD resolution to a photo already taken, all that happens is you take a bad photo and make it larger in size. Please retake the photo. **If your digital camera does not take pictures at an acceptable resolution, then you must use a traditional film camera and either scan the photo or send us the developed glossy print to scan.**

We DO NOT print from or accept layouts for print in the following formats, except for importing text into an actual design program:
MS Publisher, MS Word, MS PowerPoint, MS Excel.

Accepted Formats

Illustrator (.ai, .eps, .pdf) (current version)

- CONVERT ALL FONTS TO OUTLINES
- Linked files must be provided

Photoshop (.psd, .tif, .eps) (current version)

- Save as CMYK

InDesign (.indd) (current version)

- Include ALL fonts and placed images

Acrobat (.pdf)

- Embed ALL fonts and images upon export
- Set image export to 300dpi
- Save in Adobe Acrobat version 1.6 or higher

CorelDRAW* (.cdr, .eps, .ai, .ps)

- We DO NOT take native .cdr files!

- Files must be exported/saved in an industry standard format (.eps, .ai, or .ps) before sending.
- CONVERT ALL FONTS TO OUTLINES

QuarkXpress (.qxd)

- We DO NOT take native .qxd files!

- Files must be exported/saved in an industry standard format (.eps or .pdf) before sending.
- Include ALL placed images.
- Include ALL fonts or convert to outlines.



Call us with any additional questions:

1-800-898-3022

UPLOAD YOUR ARTWORK ONLINE
sourceonedigital.com

(Click on FTP)