

# Guidelines for Artwork Submission

**Note:** Please review this sheet each time you submit an order to double check all the criteria. It will save all parties involved time and money.

Please make sure that the text being supplied is edited correctly and spell check has been run. We do not accept the responsibility for errors in spelling and grammar on text provided.

***FONTS:*** *Fonts used in the document must be converted to curves/outlines, this prevents text shifting or font substitution*

**FILE FORMATS:** We can accept your file in any of the following file formats:  
EPS (Encapsulated Post Script) – preferred – type converted to outlines/curves  
PDF (Portable Document Format) - type converted to outlines/curves  
TIFF (Tagged-Image File Format) – preferred  
JPEG (Joint Photographic Experts Group) – high resolution file (600 dpi or higher and actual size)  
PSD (PhotoShop Format– version CS and below)  
AI (Adobe Illustrator Format - version CS or under) – type converted to outlines/curves  
CDR (CorelDraw Format - version X4 or under) – type converted to outlines/curves

Supply all files in high-resolution format (300 dpi or higher); do not send low-resolution files used on the internet.

**OPERATING SYSTEM:** We use Microsoft Windows Version 95, 98 and XP Professional.  
*We do not accept or cannot open any MAC formatted files*, please save these files accordingly to specifications listed above.

**SCANNING:** For best results, images should be scanned at a resolution of 600ppi (pixels per inch) or greater and in grayscale (images can be in CMYK mode, but we will convert the image to grayscale to manufacture). For Best results images should only be in Black and White no grayscale.

## **SOFTWARE PROGRAMS:**

We can manufacture from the following *PC platform* software programs:

Adobe Illustrator – version CS and under  
Adobe PhotoShop – version CS and under  
CorelDraw – version X4 and under  
Microsoft Word 2007