



Custom Printed Graphics

# HOW TO PREPARE PRINT-READY FILES

## ACCEPTED FORMATS

ILLUSTRATOR VECTOR FILES are the preferred format for graphics and allow the greatest flexibility for sizing files without loss of quality.

**ILLUSTRATOR** .AI .EPS

- Include ALL placed images or embed them in your file
- Include ALL fonts or convert to outlines

**PHOTOSHOP** .PSD .TIF .EPS .JPG

- Save as CMYK

**INDESIGN** .INDD

- Include ALL fonts and placed images

**ACROBAT** .PDF

- Embed ALL images and convert fonts to outlines before exporting
- Export with PRESS QUALITY settings
- Save as Adobe Acrobat 5 or higher
- Include crop marks and bleeds
- Set image export to 300dpi

## WE DO NOT ACCEPT NATIVE FILES FROM:

**CORELDRAW** .CDR .CDA

**QUARKXPRESS** .QXD

**MS PUBLISHER** .PUB

**MS WORD** .DOC

**MS POWERPOINT** .PPT

**MS EXCEL** .XLS

### HOW TO SAVE/EXPORT FROM PROGRAMS ABOVE

- Files MUST be exported/saved in an industry standard format at high resolution .EPS .AI .PS .PDF before sending
- Include ALL placed images or embed them in your file
- Include ALL fonts or convert to outlines

## PROOFS

We require a .PDF or .JPG of the final artwork along with the exact size(s) noted to ensure that the final digital output matches your original file.

In the event you are unable to provide us with a print-ready file that meets all of the listed criteria, we can provide you with graphic design assistance for an additional cost. Contact us today for an estimate to be provided on a per project basis.

## FILE SCALE

Setup document at 25% scale of actual size.

Example: 24"w x 48"h sign = 6"w x 12"h document.

## BLEED

Minimum of 1/8" bleed is required on all sides or shape on rigid materials and decals. Banners and fabric require 1" minimum bleed.

## DIE-LINE

**ILLUSTRATOR & INDESIGN** Include a 1pt cut path in a SEPARATE LAYER of the file.

**PHOTOSHOP** Include a 1pt cut path in a SEPARATE FILE. Keep text 1/4" from cut path.

## IMAGE RESOLUTION

.JPG .BMP .GIF are formats typically formatted for web graphics. These can only be accepted if the resolution is as noted below.

All images and scans must be supplied or embedded in file. The photo resolution MUST be a minimum of 700dpi at 25% scale for high end printing and a minimum of 300dpi at 25% scale for banner printing. Any art or images must be placed in at 70-100% scale.

## DIGITAL PHOTOGRAPHY

For digital photos, your settings must be set at the highest resolution. Photos under 5MB typically 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. Please retake the photo.

## FONTS

**ILLUSTRATOR** Convert fonts to outlines or paths.

**INDESIGN** Provide both screen and printer fonts (in suitcases).

**PHOTOSHOP** Resolution MUST be higher than 300dpi at 25% scale for banner printing and 700dpi at 25% scale for our high end printing in order to keep the text looking as clean as possible. Flatten or rasterize text whenever possible.

## COLOR MATCHING & COLOR MODE

Color critical files must use Pantone Coated colors in the file and be specified at time of upload so we can achieve the closest match possible. Our printers require the color mode to be set to CMYK.

## RICH BLACK

To achieve the richest black you must set the CMYK values to C=100 / M=100 / Y=100 / B=100.



PLEASE CONTACT US WITH ANY QUESTIONS!

800-898-3022 | sourceonedigital.com





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## UPLOADING PRINT-READY FILES

### UPLOAD YOUR FILES ONLINE [sourceonedigital.com](http://sourceonedigital.com)

Click on "File Upload".

Read the instructions and artwork guidelines, then click continue to FTP.

#### USERNAME

digital

#### PASSWORD

uploads

If your account manager has assigned you a dedicated FTP account,  
please enter your username and password now.

Our FTP is web (browser) based. Client FTP software  
(i.e.. Fetch, Cyberduck, Filezilla, CuteFTP, etc...) will NOT work.



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