



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
- Include a .125" document bleed on all sides

#### PHOTOSHOP .PSD .TIF .EPS .JPG

- Save as CMYK
- Include .125" bleed on all sides

#### INDESIGN .INDD

- Include ALL fonts and placed images
- Include a .125" document bleed on all sides

#### 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 .125" bleed on all sides
- 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

### \*FILE NAMING

Please name files with size (width x height), product and qty in the file name. For example: 24x18\_YardSign\_x20.pdf.

### PROOFS

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

Source One Digital requires a \$50 fee that includes file prep and archiving. If a press proof is required, an additional fee may be applicable. In the event you are unable to provide us with a print-ready file that meets all of the listed requirements, we can provide you with graphic design assistance for an additional cost of \$100 per hour. Contact us today for an estimate to be provided on a per project basis.

### FILE SCALE

Setup document at 100% scale. For files that are too large, 10% scale, 25% scale or 50% scale is also acceptable. Please note scale.

### BLEED

Minimum of 0.125" 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 0.25" 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 175dpi at 100% scale for high end printing and a minimum of 75dpi at 100% scale for banner printing. Any art or images must be placed in at 70-100% scale. File also need to follow the bleed requirements above.

### 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 75dpi at 100% scale (300dpi at 25%) for banner printing and 175dpi at 100% scale (700dpi at 25%) for our high end printing in order to keep the text looking as clean as possible. Flatten or rasterize text whenever possible.

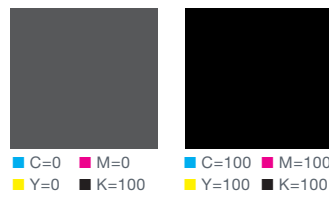
### COLOR MATCHING & COLOR MODE

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 / K=100. 100% black will print as gray.

### HOW BLACK PRINTS



PLEASE CONTACT US WITH ANY QUESTIONS AT 800-898-3022.

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



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### UPLOAD YOUR FILES ONLINE

[sourceonedigital.com](http://sourceonedigital.com)

Click on "Upload Files".

Read the instructions and artwork guidelines, then click upload to Hightail.

**PLEASE CONTACT US WITH ANY QUESTIONS!**

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