

Hard Copy

Please include a printed copy of your project with your files. Another option is to email a .jpg or .pdf version of your files.

Your Color Expectations

Color Image understands the importance of color matching. If you have specific color matching requirements, please provide us with some form of reference material to match to. An accurate color hardcopy, Pantone (coated) numbers, product packaging, or other printed materials are acceptable. Please understand that it is not always possible to exactly match spot colors with the four color printing process.

Proofing

Proofs are available for a charge of \$50.00 per proof and will be overnighted to you with a proof authorization form. We will wait for your approval before commencing work on your job. Keep in mind that this process will add a minimum of one day to the production time of your job.

Supported Applications / File Types

We currently support the following programs for Mac and PC:

Software	Version	Platform	File type to send
Illustrator	CS (v11)	Mac/Win	.ai, .eps, .pdf*
Photoshop	CS (v8)	Mac/Win	.psd, .tif, .eps
InDesign	CS (v3)	Mac	.indd, .pdf*
QuarkXPress	6.0	Mac	.qxd, .pdf*
Corel Draw	10	Win	.cdr, .eps

*.pdf files are acceptable if setup correctly. Do not use compression and be sure to embed the fonts.

Word, Powerpoint or Publisher files are not acceptable for large format printing.

Sending Your Files

There are 3 options for sending us files:

- **Email** - (under 5mb) Please call to notify us about your email
- **Mail/Courier** - Save your files to CD, 100/250mb ZIP disk or 1/2gb Jaz disk
- **FTP** - Our FTP site will be up soon. We can also download files from a .mac account or your company's FTP site if available.

Image Resolution

Please provide your raster image files at a resolution of 100-150 ppi/dpi **at finished size**. There can be exceptions to this rule depending on image type and use. Please call with any image resolution questions you might have.

***images copied from web pages are very small in size and are not acceptable for large format printing.*

Fonts

Two options are available for accurate reproduction of text in your layout:

1. You may convert all text to curves or paths if the software program permits. **(RECOMMENDED)**
2. You may include the font files used in your document.

If you choose to include the font files, you must include both the screen fonts and the printer fonts. Please use Type 1 fonts whenever possible. All PC/Windows fonts must be converted to outlines.

Linked Files

Please include all linked files that are used in your document. Also, please remember to include any fonts used in the linked files.

Designing at a reduced scale

If you need to design your graphic at a fraction of the final output size, be sure to maintain the proper proportion. For example, if the final output size of your graphic is 48" X120", set your document size to 24"X60"(50%) or 12"X30" (25%). Also, if you are designing everything at a smaller scale, set your resolutions appropriately. For example, if you are designing at 50%, make sure your resolutions are doubled.

Bleeds and Margins

None of our products require bleed past the document size, graphics are simply trimmed to the edge of the printed image. However, you will need to set your BANNER document size to include any hems or pole pockets. For example, standard banner hems are 1". For a 3'x8' banner set your document size to 38"x98" (1" extra on all sides) and run your "bleeds" out to the document edge. As for margins, allow 2" from that adjusted document size for any stitching or grommets. Templates are available on our web site for all of our banner stands.