

9/20/05

SIGN-AGE File Preparation Instructions

Large Format Digital Printing

PROGRAMS

We can accept graphic files from the latest versions of the following programs: Adobe Illustrator (.ai and .eps); Adobe Photoshop (.psd, .tif and .eps); Quark XPress and Corel files should be saved as .eps prior to sending to *Sign-Age*. Pdf files may be sent if they are saved with Illustrator editing capabilities. Fonts must be outlined, converted to curves, or included.

MEDIA

You may submit files up to 100 meg compressed with Stuffit or Winzip via the web at www.sign-age.com Go to Home Page, click on Send a File. We also accept files on CD, Zip 100, Jaz 1GB, floppy disk, & DVD.

COLOR

Please specify any PMS colors that you would like to match; or, if not available provide a color correct hard copy of your file for color matching. You may purchase a color proof on the media to be used in your final product. Note that we do NOT print with PMS ink. We use a pantone matching system as a guide to get as close as possible to your intended color.

Leave files in RGB color. *Sign-Age* will convert to CMYK for better color management. If files are not RGB, *Sign-Age* cannot properly control the color.

RESOLUTION

Illustrator: Files should be created at 100% of final size if possible. If it is necessary to set up files proportional to the final size, please specify the scale (1/2 size; 1/3 size; or 1/4 size) in the file. Any linked or embedded images should be 100 dpi at their final size.

Photoshop: Files should be created to be 100 dpi at final size. If it is necessary to set up files proportional to the final size, please specify (1/2 at 200 dpi; 1/3 at 300 dpi; or 1/4 at 400 dpi) in the file. Note that images must be scanned at a high enough resolution. Simply increasing the dpi on a low-resolution file will not work.

GENERAL SPECS

Bleed is not necessary, but you should not put important graphics, or copy, within 1/2" of the edge.

Please provide a hard copy of the file to be printed or, if the file is sent via the web; also send a PDF or JPG of the file so that Sign-Age may verify the file was received correctly.

Failure to set up files per this instruction sheet may result in unexpected charges for art time or delay your job. If you have ANY questions, please feel free to direct them to your sales consultant and they will obtain answers for you from the art department.

Illustrator: Be sure to embed linked images or include linked images with your file. Set your PMS colors in the file. *Sign-Age* prefers that you outline (or convert to curves) all fonts before sending. In cases when this is not possible, please include your fonts with the file.

Photoshop: Leave files in RGB color and please list separately any PMS colors to match. Leave any placed images in their original RGB color. Please send a layered file, not a flattened file.

FINAL CHECK LIST

- My file is in the format as suggested (.ai; .eps; .psd; .tif; .pdf with Illustrator editing capab.)
- I have outlined or converted to curves all fonts, or provided fonts that I am unable to outline
- I am submitting my file: compressed via the web site; or CD, etc.
- RGB for my Raster or Bitmap images, and PMS colors specified in my Illustrator files, or listed separately for Photoshop files.
- All of my images are 100 dpi at their final size
- I have embedded all images, or have provided linked images that I am unable to embed
- I have provided a hard copy, pdf or jpeg of my final file for verification.