

Guidelines for submitting Digital Files

Inkjet and Large Format Printing

(Includes: Paper, Vinyl and Cloth Banners, as well as Backlit, Floor and Window Graphics)

Preferred Format: InDesign, Illustrator, Photoshop, PDF X-1a or PDF X-3.

A NOTE ABOUT PDF FILES: PDF files are accepted given that they are created to the specifications below.

- All files must be CMYK, (no RGB or spot colors in any document or linked file)
- They must contain crops and .25" to .5" bleed. The crops must be outside of the bleed area.
- They must be exported using PDF X-1a or PDF X-3 standard.

PDF files may not be used if router cutting or special color matching is required. See your account rep.

Keylines

- Set up Keylines at 100%, 50% or 25% of final output size (or smaller for oversized layouts).
- Extend bleed at least 1/4 inch past the trim.
- Please include trim crops in your layout.
- Do not embed artwork in your keylines. (Extra charges apply)
- For multi-panel match mounts, build 1-layout with crops showing panel breaks. (Do not build as separate files for each panel.)
- All colors used in your document must be CMYK or PANTONE. Please indicate if you have a specific PMS color in your layout and we will match that color as closely as possible.
- Provide a certified GRACoL 7 or SWOP C3 color proof (color match) to ensure color accuracy in printing. If a color proof is not supplied, we will print using our in-house calibrated color profile.

Images, Gradients, Logos, and Artwork

ALL IMAGES AND ARTWORK MUST BE:

- Logos should be created in vector format—Illustrator EPS.
- Images should be CMYK, Photoshop compatible
- In Photoshop, TIFF or EPS Format
- Gradients should be CMYK. Absolutely no spot colors should be used in grads.
- Gradients should also be created in vector format. If a photoshop grad is used, keep it on a separate layer and save the file without compression.

Scanned Art

Before scanning your art consult with your sales representative on how your job will be printed for optimal results.

- Scanned art should be at 100-150 dpi for Inkjet outputs (at 100% size). Inkjet prints are ideal for display prints that are viewed at 1-10' away. They offer superb detail with photographic quality.
- *Scan art at 50-75 dpi for large format outputs (at 100% size). Ideal for billboards as well as indoor and outdoor signs viewed at distances over 10' away.

*Note: Billboard images can have a lower resolution, 40 dpi or less (under 400meg) because the viewing distance is greater than 20'.

These are guidelines only. DPI may be lower if your file size is over 1-gigabyte.

- All color images must be in CMYK mode.
- Avoid rotation and excessive cropping.



Guidelines for submitting Digital Files

All digital files submitted to ColorImage should contain the following.

Sending files via Webnative

The most convenient and secure method to send and receive files from ColorImage is our WebNative Server. Ask your account manager to set up your WebNative account today.

- Unique log-on and password for privacy and security
- Send, receive, and manage your files with any web browser
- Does not require compressing (zip or stuff) your files
- View previews of your files for positive identification before download
- WebNative automatically notifies ColorImage of your uploads
- Convenient intuitive interface allows managing your files

Sending files via FTP

- 1) Use ftp client software. (a web browser will not work unless a ftp plug-in is installed)
ftp.colorimage.com
Username: *Given to you by your ColorImage account manager.*
Password: *Given to you by your ColorImage account manager.*
- 2) When successfully logged on, you will see a "Incoming" and "Outgoing" folder.
Open the incoming folder.
- 3) Drag or Upload your archived files into the "Incoming" folder.
 - Include a PDF file of your final layout as a proof
 - Place files to send in a folder, compress and zip files before uploading. (optional)
 - Limit your uploads to 400 megabytes (send multiple Archives if necessary)
 - After uploading files, notify your ColorImage account manager.

Sending files via Email (Address: prod@colorimage.com)

- Email attachments must be under 10 megabytes
- Always compress (zip, stuffit or binhex) files before sending

What to send on your Disk

- The Digital file itself as well as all supporting files.
- All fonts used in the layout.
- High resolution versions of Scans, Images, Logos, etc.

What to send with your Disk

- Include the Name and phone of a contact person, and shipping information.
- A hard copy of the finished keyline. (Used for proofing)