

File Construction Guideline

File Format: Photoshop EPS, TIF (layers flattened), Hi-Res JPEG, Illustrator EPS (embedded or include all linked images), Hi-Res PDF (generated from properly made postscript files, processed through Distiller. With all fonts embedded)

Other Supporting File Format: QuarkXpress (include all images and fonts used),
InDesign (embedded or include all linked images)

(All files will be printed as-is. All other formats subject to \$15 file conversion charge per file. All additional file prep/revision requested will subject to time charge at \$120 per hour.)

Document Proportion: File size can be created at 100%, 50% or 25% of the final size.

Color: CMYK or RGB

Bleed: **Even bleeds on ALL sides.**

1/8" at final output size for single side printing.

1/4" at final output size for double side printing.

Text Safety Margin: All text or important information should be 1/4" from all side of trim.

Crop Marks: **DO NOT include crop marks and any informations other than the artwork.**

Image Resoulion: **Must be 75~150dpi** at final output size.

Fonts: Photoshop EPS, TIF, Hi-Res JPEG: Rasterize all types.

Illustrator EPS and InDesign: All fonts converted into curves or outlines.

Hi-Res PDF: Embedded all fonts.

QuarkXpress: Provide all fonts used. Do not "style" fonts in the font palette (clicking the B or I to bold or italicize). Fonts styled this way may not print.

Linked Images: Include all linked images or embeded with your application file.

For artwork that require routing process, please include all images with your application file.

Layout Example for 24" x 36" Poster

Set your document size at the **final trim size**. If your final product requires printing to the edge after trimming, you **must** extend your artwork to the **red** boundary box for proper bleed (min. 1/8" ~ max. 1/4" even on all sides). Anything in the **red** shaded area will be trimmed off.

PLEASE DO NOT PROVIDE CROP MARKS.

Any important information and/or artwork should be 1/4" inside the **trim line** on each side, represented by the **blue** safety box.

File requires to setup at 100% (24" x 36"), 50% (12" x 18")
or 25% (6" x 9") of the final output size.

