

FILE PREP GUIDE



Acoustical Products

The following guidelines are designed to assist you in the best file preparation practices to maximize quality throughout our processes.

General Guidelines

- Set up art files to the proper size/proportion to expected final output
- Indicate what files are not submitted at 100% (i.e. Half scale or Quarter scale)
- Set up files as CMYK, not RGB
- Provide all fonts used in design, or convert all text to outline type
- Submit layered files in native application (Illustrator, InDesign, Photoshop)
- For very large files – 1GB to 2 GB – consider transfer methods other than FTP

Bleed & CNC Cutting

- All files should be prepared with a minimum of 8" bleed on all sides
- All files should have a minimum of 1/4" safe space between content and final trim
- Files for CNC cutting to size and/or shape provide a vector file (AI, PDF or EPS)
- Convert CAD files such as .dwg or .dxf to a vector continuous line as they do not work well with our CNC

Resolution Requirements

- Provide images at min 150dpi to max 300dpi at final print size
- Supply all bitmap/image files as linked files...do not embed images
- Save linked .tif files with no compression
- Size linked images according to final output requirement (i.e. It is unnecessary to link a 100MB image file to a 20" x 30" graphic)

Color Matching

- Critical PMS matches should be set up as spot colors in CMYK
- Critical PMS colors should be from Pantone® Coated color library
- All files/images should be set up in CMYK, not RGB
- All black vectors and text should be set up as rich black (100-100-100-100)
- Recommended profiles for Photoshop – Adobe RGB1998, US Web Coated SWOP V2
- Caveat – PMS colors will be closest CMYK approximation, there are limitations

Layouts & Proofs

- Include a flattened layout (PDF) of submitted files for reference
- Layouts should include dimensions, color call outs, print media, and finishing requirements
- E-proofs will be sent for final review and approval after preflighting by prepress
- Color press proofs (hard copy) will be required on volume projects

Submitting Your Files

When uploading files please name as the following:

Company Name_PO/Work Number
i.e. **COMPANY NAME_POXXXX_SHOW/EVENT**

We also accept:

- Any File Transfer Websites (preferred method)
- Email (preferred method)
- Flash Drive

Your upload/disk should be packaged and include:

- Files(s) (Native & PDF/Low Res PDF for viewing)
- Links
- Fonts (Including both printer and screen fonts)
- Imported artwork (If any)