

FILE PREPARATION GUIDELINES

The following guidelines are designed to help you set up your file for digital graphics so that there will be as few delays and problems as possible in the production of your job. Please contact 3D Visual Concepts at 503.652.2600 for file naming instructions before uploading files or sending a disk. This helps us to tie your files to the correct job and helps prevent delays.

How Should My File Be Laid Out?

All files should be set up:

- To scale
- With cropmarks indicated
- Text should be converted to outlines.
- INPUT resolution on image files is 72 ppi minimum, 100 dpi if possible. OUTPUT resolution is the same with a 100 ppi minimum if your file contains text.

What Formats And Programs Can I Use?

Files may be MAC or PC formatted. All current versions of Adobe products are supported.

Note: It is always best to use the native file format. PDF documents created with Adobe InDesign are particularly problematic. We can only work with INDD files when creating in InDesign.

How Should I Send My Artwork?

Artwork can be sent on the following types of media via:

- FTP site: see Loading Graphics to "FTP Procedures" section below
- CD-ROM
- DVD Ram
- DVD Rom

What Else Is Important To Consider When Setting Up Files?

PhotoShop files should be saved as a PhotoShop file although TIFF and EPS files are accepted. If there are "placed images" in Illustrator or InDesign be sure to send the support files so that the quality of the images can be checked. This is especially important for photographic or highly detailed images.. Illustrator EPS files are usable but result in files that are larger than necessary. Production cannot manipulate the content, proportion or color of EPS or TIFF files

What Do I Do About Fonts?

To avoid any problems with fonts, always include all fonts. PC and MAC fonts are not compatible. Therefore, when working in a PC format, the Graphics Department requests that you convert all fonts to outlines or

curves. If you are PC based and working in a program that does not allow you to convert the fonts to outlines, the Graphics Department may end up having to substitute fonts. Supplying MAC fonts is strongly recommended. Due to slight variations in fonts (kerning, baseline, etc) substituting fonts may change the layout.

What Resolution Do My Bitmap Files Need To Be?

The Graphics Department recommends printing all graphics using images that have a minimum input resolution of 100 ppi and a maximum of 150 ppi at final size.

What Colors Can I Use In My Layout?

Some printing processes accept RGB and CMYK files and some CMYK only. It is safest to use CMYK color builds. Please indicate any color matches by specifying a PMS color that you would like to have matched.

What Are Some Things For Me To Consider Before Sending My Files?

- Digital Inkjet processes can replicate colors such as fluorescents, neons, and metallics
- It is important to list critical PMS color matches for Inkjet prints in your files and on hard copies
- Logos and type should be created in the same program since PMS colors can be different from one program to another (For example: Illustrators PMS 321 may not be the same as Quarks PMS 321)
- Use one of the generic color spaces RGB, color match RGB.ICC, or PhotoShop 5 CMYK default when working in PhotoShop
- If you are requesting a specific element to be color matched in a bitmap file, please send the layered Photoshop file along with that element on it's own layer

Single or Multiple Pages

Q. My layout is for multiple mural panels. Should I set my artwork up in separate pages?

A. No, you should not set up any continuous images (i.e., multiple mural panel systems in separate pages or files). Please note that Xsnap is not considered a continuous image. Please use a separate file or page for each panel.

In an effort to insure the best possible line-up of continuous images, the Graphics Department requests that all art be set-up in one file. Precision tiling of your image will take place in our production process. The Graphics Department requests that you supply your images at the exact width. Of course, it is always a good idea to include the guides on all layouts to better communicate your expectations. A charge may be incurred to rebuild separate files

Can I Use Transparencies And Shadow Features In Illustrator?

Illustrator has some features that work unpredictably with the Graphics Department's large format rip systems. Although some of these features are great for web design, they increase the probability that what is produced, is not what the designer intended. Shadows are a problem and the Graphics Department recommends these be achieved through PhotoShop. PhotoShop has some great new features which work wonderfully. Not only do some of these features in Illustrator increase turnaround time, but images are produced with unexpected results. Illustrator also includes new color management features that do not work. Adobe is aware of all the frustrations that are being experienced. The Graphics Department recommends you do not use these features in Illustrator. Sending files created in Illustrator that do not contain either mentioned feature, is acceptable.

FTP PROCEDURES

Contact 3D Visual Concepts at 503.652.2600 with any upload questions. It is important to include 3DvisualConcepts in all file and jobs names for efficient internal routing.

If using a web browser go to www.aproofnow.com. Please fill out the input fields as follows:

Full Name: Your Name
Your E-mail: Your e-mail
Phone: Your phone
Distributor: 3D Visual Concepts
Job Name or Number: 3DvisualConcepts_YourCompanyName
File to Upload: Zipped file named 3DvisualConcept_YourCompanyName

You can only attach one file at a time or a compressed file to this address. Please place all of your files into a folder and zip them for the upload..

If using an ftp software program go to ftp.aproofnow.com

username: ftpuser
password: ftp0401
Please name your upload folder 3DvisualConcepts_YourCompanyName and zip it prior to upload

The folder will be blank because you will not be able to see anything on this site. Drag and drop a compressed file and label it:

3DVisualConcepts_YourCompanyName
Example: 3DVisualConcepts_UnitedCoatings