

File Formats

EPS files • Illustrator files • PSD Files • JPG files • Tiff Files

EPS Format: Encapsulated Post Script. All Fonts Convert to Curves

Adobe Illustrator File Format: All Fonts Convert to Curves

PDF File Format: Please Make Actual Size of Your Artwork

PSD Format: Adobe Photoshop File. Make a file scaled to 50% of size at 240ppi, or 100% size at 120ppi.

JPEG Format: Compressed file format. Make a file scaled to 50% of size at 240ppi or 100% size at 120ppi.

Tiff Format: Uncompressed file format. Make a file scaled to 50% of size at 240ppi or 100% size at 120ppi.

Bleeds: 1/4" bleeds required.

Color Palette: Please make all files CMYK.

We can also print raster images (.tiff and .jpegs) independent of the application program used to create such designs if they are submitted at high-quality, uncompressed 150 dpi resolution, 8 bit, CMYK color mode. We can not guarantee files created in MS-Word or MS-Publisher will produce high-quality images and text. We encourage you to create a PDF file for these programs. Please refer to your user manual or software vendor for information on how to output a print-ready PDF or raster image that meets these specifications.

Resolution also known as PPI (Pixels Per Inch) can be described as the number of dots that fit horizontally and vertically into a one-inch space. Generally, the more dots per inch, the more detail captured and the sharper the resulting image. For an image to print properly, the image must be at least 120 pixels per inch (ppi) at the final output size. If your file is not 120 ppi, you can not simply increase the ppi from a low resolution to a higher one by increasing the PPI in your imaging program.

Design Service: If additional file preparation support is needed, you may consider engaging our Graphic Services Department to prepare your files cost effectively. If you choose to use our service, please create one folder and place all important files (like logos, photos etc) inside. After creating folder with all important files, please zip it and upload the file. Your folder name should include your company name.