

# PRINT ME

## { DIGITAL FILE GUIDELINES }



### ACCEPTABLE SOFTWARE

- ~ Adobe Photoshop
- ~ Adobe Illustrator
- ~ Adobe InDesign
- ~ QuarkXPress
- ~ Flexisign

### PREFERRED FILE TYPES (IN ORDER)

- .eps
- .ai
- .tiff
- .psd
- .indd
- .qxd

### ACCEPTED BUT NOT PREFERRED FILE TYPES

JPEG

PDF (*used on a case by case basis, please talk with your sales representative*)

GIF

### FILE TYPES

**Raster:** Any file ending with .JPG .TIFF .PSD or .GIF

**Vector:** Any file ending with .EPS .AI and sometimes PDF

Vector files are the preferred method of file type used by most large format printers. In the case of cut vinyl lettering or graphics vector is the only accepted file type.

### FONTS

Please supply your fonts when collecting for output from Quark or InDesign or select your text and create outlines in Illustrator Photoshop or InDesign.

### UNACCEPTABLE SOFTWARE

*(We will no longer accept any files from these programs)*

- ~ Adobe Pagemaker
- ~ Macromedia Freehand
- ~ Corel Draw
- ~ PowerPoint
- ~ Microsoft Publisher
- ~ CAD files
- ~ Microsoft Word

### SUPPORTED FILE TRANSPORT

EMAIL ~ (0MB to 5MB) files can be emailed  
artwork@lggcinc.com

FTP ~ (5MB to 150MB)

CD or DVD ~ (150MB and Larger)

### COLOR MANAGEMENT

Please use the Pantone Matching System (PMS) whenever possible in order to achieve the best color matching with your file. Understand that color is device dependent and the same PMS color will look different depending on the machine and substrate. Talk with your sales representative and ask to see a PMS color chart printed on the substrate and machine that you wish to have your file printed to guarantee better color matching.

Matching to a customers supplied Laser printout is only acceptable if PMS numbers are called out. We can provide a PMS chart or color strip of your artwork upon request.

\*Please note that our machines use four color process and some Pantone colors are impossible to match, issues of that nature will be dealt with on a case by case basis.

# PRINT ME

{ DIGITAL FILE GUIDELINES PG 2 }



## PRINT READY FILES

- ~ Must be supplied full scale and or proportional to output. We do not accept files smaller than 1:20 scale.
- ~ Must be in a four color CMYK format or have PMS numbers called out
- ~ Must have fonts included or outlined
- ~ Must have all images included or embedded
- ~ Must come with a laser or ink-jet printout from your home/office printer for proofing
- ~ Must be at least 100 dpi unless the print will be viewed from a greater distance than 10'

## NON PRINT READY FILES

*(Any non print ready files are subject to hourly design fees)*

- ~ Must supply a laser printout from your home/office printer to match from
- ~ Must call out any PMS colors or CMYK equivalents
- ~ Must supply any logos included as vector (.ai /.eps) files
- ~ Must supply your own photos
- ~ Must supply your own fonts

## DISCLAIMER

Let's Get Graphic is *not* responsible for:

- ~ Discs lost in transit
- ~ Color matching when no PMS numbers were given or specified
- ~ Damage to materials in shipment
- ~ Non print ready files
- ~ Spelling errors in a file not typeset by us
- ~ Spelling errors in a file signed off on by the client
- ~ Errors in layout of a file signed off by the client
- ~ Missed deadlines on account of client not giving approval on artwork and or not being available to answer questions