

Artwork can be supplied to Project Graphics via CD Rom, email (<5MB) or Project Graphics' FTP server (ftp.projectgraphics.com).

### Artwork Guidelines for Digital Print Production

Adobe Illustrator files (file name extension .ai)

- All linked files must be provided separately
  - Linked image files should be at least 100dpi at actual print size
  - Linked image files should be converted to CMYK color space
  - Linked files can be .TIF, .EPS, .PSD or .JPG (do not use compression)
- All fonts/text must be converted to outlines or fonts must be provided
- All important (e.g. logo etc) colors must be specified in Pantone Matching System (e.g. PMS 200c etc.) or a color sample must be provided for color matching.
- Provide a PDF file of the art/layout for visual reference.
- Add 2" bleed all around
- AI files using low-resolution JPG,GIF or PNG images created for websites or copied from websites are not accepted

Adobe Photoshop files (file name extension .psd)

- Flatten layers if possible
- All fonts layers must be rasterized

- Always add 2" bleed all around your layout
- Always include a PDF file of the final layout along with files to print.
- If your project is color sensitive provide PMS numbers or color samples.
- Do not use or submit GIF, PNG or JPG files that are created for websites or downloaded off of websites. They will not produce good quality results on final product.

Following files are not accepted for printing

- MS Word (.doc)
- MS Publisher (.pub)
- MS Powerpoint (.ppt)
- GIF (.gif)
- JPEG files that are highly compressed or prepared for web

If you have any questions about digital artwork guidelines, please contact our Art Department at 800-655-7311 or artwork@projectgraphics.com.

**1.800.655.7311**

From outside of U.S. (1) 802-488-8789

- File must use CMYK color space
- File must be at least 100dpi at actual print size
- Add 2" bleed all around

JPG files (file name extension .jpg)

- File must be in CMYK color space
- File must be at least 100dpi at actual print size
- Do not use compression on JPG files
- Do not submit JPG files that are created for websites
- Add 2" bleed all around

TIFF files (file name extension .tif or .tiff)

- File must be in CMYK color space
- File must be at least 100dpi at actual print size
- Flatten layers
- Add 2" bleed all around

Adobe InDesign files (file name extension .indd)

- Package the .indd file with fonts, linked images (.jpg, .psd, .tif see above)
- Provide a PDF for visual reference
- Convert text to outlines when possible
- Add 2" bleed all around

472 Meadowland Drive Unit #5  
South Burlington VT 05403  
sales@projectgraphics.com  
www.projectgraphics.com