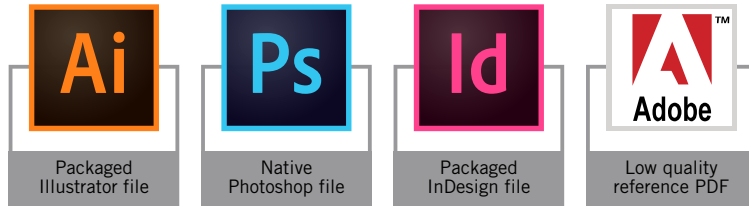


Accepted Formats

Graphic Formats / File Set-Up

FILE SET-UP GUIDELINES

- Preferred file formats:



- Use [Adobe CMYK working space](#) (color setting).
- [Set up files at 100% scale](#). If your final art size exceeds Adobe Illustrator's 227.54 inch maximum size limit, set up file at 50% scale.
- [Follow dimensions on art template grid](#). Keep critical design elements within Green Safe Area.
- [Image files should be 75-100 dpi at 100% FINAL ART SIZE](#). At 50% scale, images should be 150-200 dpi.
- [Supply all linked image files](#). DO NOT embed images in your file.
- [Convert all typefaces to outlines](#) and include font files.
- [Specify Pantone Matching System \(PMS\) spot colors for flat color areas](#). We cannot match to miscellaneous CMYK/RGB colors. Non-PMS colors will be printed 'as-is' unless a color proof is provided to do a color match. We cannot match to tints of PMS colors without a color match and provided swatch.
- [DO NOT send final art files with Trim Marks, Registration Marks, Color Bar or Page Information](#). That information should be on the low quality reference PDF, if necessary.
- [Microsoft Word & PowerPoint files are NOT accepted as final artwork](#). There will be additional charges for recreating art.

SEND FILES VIA:

- FTP Upload (up to 20GB per transfer): <https://exhibitsbygenesis.wetransfer.com>
- E-mail files under 5MB
- CD, DVD, USB Drive

*Let us know the name of file(s).

Checklist For Submitting Art

- Check Color Settings**
 Set your color settings to CMYK working space in order to ensure your photos print true and Pantone colors print as accurately as possible.
- Specify Pantone Colors**
 Specify any Pantone colors used in artwork.
- Check Image Resolution**
 Your images should be between 75 and 100 DPI at full print size. Sending images lower than this, will not look as sharp up close, but may still look good from a 5-10 foot distance. Sending files higher than 100 DPI at full size won't produce a higher quality product. If you know your images are below 75 DPI, then please check the "Low Quality Images" button the grid, so we don't stop the job to call you.
- Text and Logos Inside Green Safe Areas**
 Ensure that all text, logos and critical photographic areas are kept inside the green safe area lines shown on each art template grid.
- Outline Fonts**
 Outline all your fonts before submitting your final print files. This eliminates the need to send fonts, and then for us to load fonts. It ensures your fonts will print exactly as you see them.
- Link Images**
 Do not embed images into Illustrator or InDesign. Instead, *link* them into Illustrator or InDesign, and then include those separate images. This allows us to review and zoom into the separate high res images for up close inspection of any possible image issues.
- Use Photoshop EPS Files**
 Save all raster images as Photoshop EPS files with TIF 8 bit Preview and JPEG Maximum Quality compression. This format has been chosen as the right balance between a high quality image and small file size. For final print files with no vector artwork, also send in this format. This format also links quickly into Illustrator and InDesign.
- Send Only Full Size High Res Art**
 Send only the full size high res files. Do not send grids, low res files or any file not intended to be printed. Sending us those other files only introduces the chance for confusion and risks us printing the wrong file.