Please use the following checklist when preparing your digital files. The following guidelines are designed to ensure the efficiency of the production process. Our goal is to avoid possible quality concerns, delays, art charges, and rush fees.

❍ **Provide a laser** or create a pdf for each file. Check the pdf to ensure that it is accurate. Illustrator or Freehand files using transparencies may have printing difficulties. A laser or accurate pdf gives us something to check against.

❍ **Original Files** must be sent in the professional software in which they were created. See list below.

❍ When sending Illustrator or QuarkXPress documents, be sure to **include all support files:** i.e., linked images, fonts, etc.

❍ Include both printer and screen **fonts** for all files or convert all text to outlines.
Multiple Master or System Fonts must be converted to paths or they will not print.

❍ To avoid confusion **ONLY send files needed** to produce the job.

❍ **Final trim, live and actual file size** should be clearly marked.

❍ Documents **MUST be proportionate** to the final size.

❍ Specify **Pantone (PMS) colors** using the Pantone solid coated palette to ensure accurate color matching.
When PMS colors are not available, proofs are strongly recommended to review colors.

❍ Create Photoshop files in the **color mode** best suited for the output
Lambda: CMYK or RGB
DyeSub Fabric: CMYK or RGB
Grand Format: CMYK or RGB
Offset: CMYK
Small Format Digital: CMYK

❍ Submit files in appropriate file formats.
Vector Art file format: AI, EPS, FH or INDD (DO NOT submit Quark EPS format files).
Raster Art file format: EPS,Tiff or PSD (DO NOT submit JPGs, GIFs, PICTs, etc).

❍ If sending a layered file, send only layers needed to produce job. A layered file will be necessary when PMS color matching is critical.

❍ Follow these guidelines for **file resolution:**
Lambda: 100-400 dpi on crop at final print size
DyeSub Fabric: 75-100 dpi at final print size
Grand Format: 100-150 dpi at final print size
Offset: 300 dpi at final print size
Small Format Digital: 300 dpi at final print size
Evaluate image quality by considering viewing distance, subject matter, and usage- i.e., Museum (fine text, detailed image) vs POP.
DO NOT resize or rez-up low resolution files to a higher resolution. Allow us to inspect the original file - we will recommend a test strip if need be.

❍ Files should allow for finishing (pole pockets, grommets, frames, etc).
If you do not want an image or text to be stitched, it must be far enough away from the trim.
Allow enough bleed for finishing.

❍ When page tiling is required:
please check text and images to see how they will break.

Following these guidelines will ensure easy imaging results.

Applications we support:
QuarkXPress
InDesign
Adobe PhotoShop
Adobe Illustrator
Macromedia Freehand

How to send your files:
visit URL below for easy file transfer
http://www.filmet.com/sendfiles
Via FTP or Mass Transit or You Send It
CD
DVD

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