

DIGITAL FILE SUBMISSION

Files may be submitted in the following ways

- cd/dvd
- flash drive/memory stick
- email (must be under 5mb)
- ftp - please contact us for user name and password

CD • DVD • FLASH/MEMORY STICK

With these methods of submission, please provide a print proof noting any pms colors and/or provide all materials needed for color matching.

EMAIL

When emailing a file please remember that we can only receive 5mb or less. If your file is larger, another method must be used.

FTP

If you would like to ftp your file please contact your sales representative or project manager for a user name and password.

When you send files electronically, we recommend that you Zip or Stuff your file. Not only does it reduce the size for a faster upload, but it's less likely that your file may become corrupt in transfer.

If you are uploading from a Mac, you must use an ftp protocol such as Fetch.

Please email your project manager with the file name, size (mb) and program usage for all files uploaded.

CONTACT INFORMATION

Image 4
7 Perimeter Rd
Manchester, NH 03103

800.735.1130
603.644.0077

www.image4.com



ART GUIDELINES

PROGRAM INFORMATION

ILLUSTRATOR

- documents must be RGB (profile set as Adobe 98)
- all fonts must be converted to outlines
- please spec. Pantone colors as PMS Coated
 - if you don't work in Pantone and need to supply an RGB break-down, we require a visual reference in order to color match.
- you must supply all necessary linked files
 - all links must be RGB and 150dpi @ 100% (200dpi @100% print size is preferred.)
 - please be sure that all your links have been updated
- files are to be saved as EPS

PHOTOSHOP

- documents must be RGB (profile set as Adobe 98) and 150dpi @ 100% (200dpi @100% print size is preferred.)
- layered PSD files may be submitted
- flattened files must be saved as TIF, JPEG or PDF
- please supply all fonts with PSD files
- be sure to delete all extra channels before submission

INDESIGN

- documents must be RGB (profile set as Adobe 98)
- you must supply all necessary fonts and links
 - all links must be RGB and 150dpi @ 100% (200dpi @100% print size is preferred.)
 - please be sure that all your links have been updated
- a print ready PDF may be submitted

QUARK

- you must supply all necessary fonts and links
 - all links must be RGB (profile set as Adobe 98) and 150dpi @ 100% (200dpi @100% print size is preferred.)
 - please be sure that all your links have been updated
- a print ready PDF may be submitted

DOCUMENT SET UP

Files need to be submitted as printable documents

- they must be set up to the exact print size or to scale (50%, 25% etc.).
- if submitting a file at scale please provide that information.
- unless otherwise specified, we do not require bleed
- unless otherwise specified, do not nest multiple graphics in one file.
 - provide a unique file for each different graphic
 - when using InDesign or Quark, multiple pages are acceptable

If you need help setting up your file or have any questions about the content of this document, please contact your project manager for assistance.

Files submitted not following these guidelines may be returned for modification