

Please take a moment to review the following guidelines when preparing your files. Setting your files up as suggested will ensure that we can produce high quality graphics in a timely manner. If you have any questions, please do not hesitate to contact us at 800.688.0629.

DESIGN FILE FORMAT

Preferred File Formats

Adobe Photoshop CS4
 Adobe Illustrator CS4
 Adobe InDesign CS4

Other Accepted File Formats:

Quark XPress 7
 Freehand MX

Recommendations

- Only include links or images that are pertinent to your files. *Please note that additional images or links could result in additional billable desktop time if it's required to sort through large libraries of images.*
- Scanned images should be RGB eps or tiff files. Original CMYK files are also accepted.
- Outline fonts when available in the program you're using or include all fonts in your files.
- All logos should be vector artwork.
- Set up files to proper sizes and/or final proportions. *Please note that if you flatten your files, adding 1/2" of bleed on all sides is helpful and will ensure that we don't have to stretch your graphic to allow room for trimming.*
- Allow room in your file for folding and binding if needed.
- For color critical matching, please include a hard copy print and any Pantone colors.
- We recommend a minimum resolution of 150dpi at final artwork size.
- Save your files with LZW compression if they are larger than 1gb in size.
- Please submit your files as .Tiff, .Eps, or high-res .PDF files when possible.
- Proofread your document thoroughly.

To Submit files:

On Disc / Email

We accept: 100/250 mb Zip, CD, DVD, USB Flash drive
 Please send your disc along with any PMS colors or special instructions to: Color Department
 1020 Burke Street
 Winston Salem NC 27101

You may email files less than 8 mb in size. Please compress your files in .sit or .zip format.

File Transfer System

www.sharpeimages.com

You may upload files via our website. Use the icon on the home page and send files to COLOR. Upload your files, adding your account manager's name as the attn to: in the message.