WINDOWS & MACINTOSH PLATFORM PROGRAMS ACCEPTED
• Adobe Illustrator • Adobe InDesign • Adobe Photoshop
• Adobe Acrobat • Quark Xpress (Macintosh Only)
• FlexiSign Pro (Windows Only) • Corel Draw (Windows Only)
• Microsoft Word (certain restrictions apply)

This Guide will help customers prepare artwork files for print with SignFactory Direct Company and any of its joining companies. If you should need additional help, please call Designz Studios at 1-888-576-SIGN . One of our designers will be glad to help.

QUICK GUIDE FOR VETERAN DESIGNERS
Art must follow these specifications:
1. *Size*: Correct Size / Scaled Correctly
2. *Bleeds, Margins*: Set Bleeds and Margins Appropriately
3. *Crop Marks*: Set on Separate Layer
4. *Color*: must be noted ... Pantone or CMYK
5. *Fonts*: Converted to Outlines or All Fonts Emailed/Uploaded
6. *Layers*: Layers preferred, Flattened Art Accepted w/o Changes
7. *Images*: Embed Images, Crop Images to Size
8. *Saving*: Files formatted as .eps, .psd, .tiff, .jpeg, .ai, .pdf

COMPLETE ARTWORK REQUIREMENTS

1.) *Size*
  a.) When creating artwork, please set everything to your desired size
  b.) If sending in scaled artwork, it must be stated how artwork is scaled, and must be scaled appropriately.

2.) *Bleeds, Margins*
  a.) A 1/8" bleed is required around the perimeter or desired sides of your artwork, to ensure accurate cutting (i.e. 4"x6" postcard with four edge bleed would extend to 4.25x6.25)
  b.) Please keep all text 1/8" in from all cut lines. If your design requires text to go off an edge, please specify on order.
  c.) Please use our templates to ensure your artwork is correct.

3.) *Crop Marks*
  a.) Please place crop marks in your file to ensure proper cutting. If possible, please place crop marks on separate layer from artwork.

4.) *Color*
  a.) All jobs will be printed in CMYK color mode unless specified differently.
  b.) We only accept spot colors from the Pantone Matching System (PMS) all other spot colors will be converted to CMYK.
  c.) It is required that any spot colors, PMS (PMS: Pantone Matching System) needed for a file must be noted in work order. If colors are not specified artwork will be printed in CMYK color mode.

5.) *Fonts*
  a.) Please convert your fonts to curves/outlines, which will vectorize the fonts. If you are unable to convert your fonts to curves/outlines then you will need to submit all fonts used in artwork.
  b.) If fonts are missing from your file, you will be asked to resubmit your files with fonts included.

6.) *Layers*
  a.) We gladly accept files with layers. This allows us to tweak the file if needed, to ensure proper printing. Flattened artwork is also accepted. Please note all changes will be made by the supplier of artwork.

7.) *Photos/Images*
  a.) Please embed all images. If the file is missing an image you desire, you will be asked to re-save your file so the image will not drop out during printing.
  b.) We ask that you crop images before applying a clipping mask to an image. Cropping the image first will reduce file size. Please remember just because you can't see it doesn't mean that it's not there. If there are 2 or more images please flatten the file before submitting.
  c.) Most print jobs will require a minimum of 300 dpi resolution. Anything lower than 300 dpi, will be at the discretion of the customer.

8.) *Saving*
  a.) We accept the following file formats: (.ai, .eps, .psd, .tiff, .jpeg, .pdf)
  b.) If sending artwork as .tiff, .jpeg, .psd, .pdf - Please make sure the file is at a high resolution, any low resolution artwork may be rejected and asked to resend at a higher resolution.

SUBMITTING ARTWORK
You can send files by either of the following methods:
1.) **Email**: art@esignz.com (5 megabyte limit) Please include:
  a.) Name, Company Name, Project / Item. **b.)** Completed Downloaded Order Form **c.)** Low Res .pdf of artwork
2.) **Upload**: www.esignz.com - Click on ... File Upload : **a.)** Completed downloaded order form. **b.)** Low res .pdf of artwork
3.) **CD:** Please include the following:
  a.) all desired artwork files and necessary components of files. **b.)** Completed downloaded order form **c.)** Low res .pdf of artwork
4.) **Pen / Thumb Drive:** Please include the following:
  a.) all desired artwork files and necessary components of files. **b.)** Completed downloaded order form. **c.)** Low res .pdf of artwork

PROOFS
You will receive a proof no greater than 3 business day after artwork is recieved. Please review this proof in its entirity.
If you request not to receive a proof, all printing is at customer's discretion.