

corr digital graphics

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File Submission Guidelines

This form is intended to assist in the preparation of your digital files for submission. If you have any questions that are not answered in this form, please contact our Art & Graphics Director, Amy Wollitz. For structural design questions, please contact our IT Manager, Kai Kohl.

1) Save as a native file with layers included

- *Photoshop document (.psd)*
- *Illustrator document (.ai or .eps)*
- *.eps with layers*
- *High-resolution .pdf's are accepted.*

2) All images must be embedded: do not link (or place) files.

- **Damaged or non-embedded objects can cause output errors and lead to additional art fees*.**

3) Convert all fonts to outlines or curves.

4) Submit .pdf, .jpg or hard copy for proofing purposes. If a proof is not provided, we are NOT responsible for any changes that might happen in the art as a result of file transfer, etc.

5) Send files in CMYK only. This includes any embedded images or files.

All black must be converted to the following percentages for the best print quality.

C=75 M=68 Y=67 K=90

Software Applications

We are able to output digital files from the following MAC or PC programs:

Photoshop 7.0 through CS3; Illustrator 8.0 through Illustrator CS3; QuarkXPress 4.0 through 6.0

Type Size Restrictions

Our machine is not capable of printing fonts smaller than 8 pt with clarity. Any font smaller than this size is very difficult to read. However, if clarity and sharpness is not an issue to the client, we will print the smaller point fonts. If clarity is essential for type sizes below 8 pt, printing cost is increased.

Set-Up for Vector Files

When using vector-based programs such as Illustrator, files should be built as close to a 1:1 ratio as possible, not going under 1/8 scale. Always build your document in inches, not feet. For example, if your finished size is 4'w x 8'h, then build your file 48"x96".

Color Matching

Submitting a color output of your digital file is recommended to ensure accurate color reproduction. Our machine is only capable of printing in CMYK. However, if a Pantone color needs to be matched, you must provide us with the number(s). We will match the Pantone color(s) as close as possible.
*We do not look at specific Pantone colors used within a file unless specifically requested by the client.

Fonts

Please convert all fonts to outlines or curves to avoid any missing or corrupt font issues. If there is some reason you are not able to convert the fonts to outlines, please supply a font suitcase that includes all of the fonts used in your document.

Die-Cutting Files

We accept .eps files, and dds2. Contact Kai Kohl with any questions on the type of file you would like to submit for cutting. Cuts, creases, perfs (etc.) must each be their own color within the die. Please provide die-lines on a separate layer of the art file fit to your art the way it needs to be cut on our die-cutter. We require the die-line on a separate layer so we are able to hide the die layer prior to printing. We are capable of designing specific die lines to meet our customers needs. However, if we are required to design a die line, the below *art file charge will apply.

***Art File and Structural Design Charges**

Any adjustments we are required to make to your file will incur a fee of \$25 an hour. Therefore, we strongly suggest sending art files ready for print as specified in this form. The above art file charge also pertains to structural design in which die lines need to be created or modified. If you have any questions concerning proper preparation of your files, please contact our Production Department - we are here to help you!

File Submission

Files under 10 MB can be e-mailed to [**graphicspc@corrdigital.com**](mailto:graphicspc@corrdigital.com)
or files can be uploaded to our user friendly **Client FTP** site (see directions below).

Client FTP site Directions:

You must first contact our Art & Graphics Director, Amy Wollitz, to establish a username and password so that you may be granted permission to upload your files. Our FTP site is located on our home page at [**www.corrdigital.com**](http://www.corrdigital.com). You will then click on the **Client FTP** Button and type in your username and password there. A window will then open up for you to 'drag and drop' your files into. An email will automatically be generated to us that lets us know your files have arrived.

If you are behind a firewall or your browser is incompatible with our ftp web interface, please use an ftp client. Below are two free downloads for FTP clients.

Windows : http://www.download.com/3001-2160_4-10122208.html

Mac : <http://fetchsoftworks.com/downloads.html>