



# PRE-PRESS GUIDELINES

Digital art preparation can be a mind numbing endeavor; for that reason we've published this art file pre-press guide. Undoubtedly if you follow our guidelines you will save time and money. Failure to provide files as specified may result in additional charges and/or delays in processing your art files. Questions regarding these instructions may be directed to our art department, simply call **(800) 300-DECO** or send an e-mail to **graphics@decotechgroup.com**

- Include a color proof & sample part with your artwork; both are always a great idea!
- Indicate your Pantone Matching System (PMS) color numbers for our reference if they are being used.
- Provide us with 1:1, 100%, or "print size" artwork whenever possible.
- Artwork should be provided to us in vector format, in one of the following formats: Encapsulated Post Script (.EPS) or Adobe Illustrator CS3 or lower (.AI).
- In order to avoid missing font issues, turn all text into "outlined shapes". If you need us to manipulate any of the text or file details, then we will need font files.
- If you are providing us with film positives please make sure of the following:

## For Pad Printing:

- 1) 3 mil matte film
- 2) Positive image
- 3) Emulsion side **DOWN** for cliché

## For Screen Printing:

- 1) 3 mil matte film
- 2) Positive image
- 3) Emulsion side **UP** for screen

- Computer generated files may be provided in CMYK or RGB mode.
- Always check your file or film before sending it to us for image quality and mistakes. If we receive a faulty file or film you may receive a faulty cliché or screen as a result.
- Avoid sending poor quality (low resolution bitmap) artwork; for example from a business card, brochure, company letterhead or website. If this is all you have, we can work with it but additional charges will apply for cleaning up this artwork.
- Most all file formats can ultimately be accepted (if absolutely necessary) but many file formats beyond those stated above may require additional computer artwork time in order to make them usable.

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