GUIDELINES

FTP GUIDELINES

To upload your artwork, got to ftp://172.16.0.20/ **- User: airborne – Pswd: airborne.**

Upload your file in the "uploadyourfile" folder and send an email alert with the exact name of the file or folder that have to be printed.

FILE PREPARATION GUIDELINES

To ensure smooth and timely production of your project

In Adobe Illustrator

- Create one file per graphic. Work in proportion if graphic size is larger than art board size. For example if graphic is 30" x 90", work half size at 15" x 45". Create murals on one page, do not tile onto different page. Work in CMYK, create all text to outlines, and include all placed images, like TIF or JPEG. Please provide "bleed" in the layout. Indicate any critical colors using PMS colors. Please note that colors will vary from file to printing substrate.

In Adobe Photoshop

- Create one file per graphic. Create murals on one page, do not tile onto different pages. Work in CMYK. Please flatten file when completed so as not to have confusion with fonts or hidden layers. Please provide "bleed" in the layout . Indicate any critical colors using PMS colors. Create files half size at 300dpi, or full size at 150dpi. Files can be saved as a JPEG maximum quality, TIFF, or psd. Please note that colors will vary from file to printing substrate.

Color

- Customer may request a color proof at a nominal charge. If no proof is requested, then customer waives the right to object to the colors printed. Critical Pantone colors must be called out if the job is color sensetive. PDF proof only provides us with a guidline to ensure that all the elements are present, fonts are correct, and so forth. PDF is not used to color match. A suggested method is to call out critical colors or save your ICC profiles along with the file. .

Note: Color proofs add to the lead time of the project. A printed proof can be requested for

Supported software for Mac and PC:

- Adobe Illustrator CS
- Adobe Photoshop CS
- Adobe Acrobat 5(PDF)