

# Artwork Submission Guidelines

## ACCEPTABLE FILE FORMATS:

- Quark XPress
- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign

Macintosh format is preferred but Windows files will be accepted. **Microsoft Word files are NOT acceptable for high quality printing.**

Vectorized EPS files are the preferred format for all logos, line art, etc. Halftone images should be a minimum of 300 dpi in TIF or JPG format. When submitting artwork, please make sure to include all necessary fonts and images and whenever possible, convert all text to outlines.

## SPOT COLORS:

If printing in spot color (3 color or less), make sure all images within the document are properly assigned with the chosen spot colors. If possible, provide a printed composite and separations. Any file manipulation will incur an additional charge.

## PROCESS COLOR:

Four color process means printing in the four colors of cyan, magenta, yellow and black (CMYK). This process is most common for four or more color jobs. Color images should be converted to CMYK (not RGB). This includes all pictures (TIF, JPG, Photoshop EPS) and line art files.

## FILE RESOLUTION:

All Photoshop (color and black/white halftone) files must be submitted as high resolution art. A minimum of 300 dpi is preferred for high quality reproduction. All Illustrator (vectorized EPS) files must have all elements converted to outlines. ART DOWNLOADED FROM THE INTERNET IS NOT ACCEPTABLE FOR PRINTING.

## FILE SUBMISSION:

Email is the preferred method of receiving artwork. When sending large files, they should be compressed using either Stuffit (Mac) or Win Zip (PC).

A printout of how the artwork should appear is required for accuracy.

E-mail artwork to: [yallen@fayettegraphics.com](mailto:yallen@fayettegraphics.com)

Please call with questions at (859) 231-6510 or outside Lexington at 1-800-243-3807.