Basic File Preparation Guide

- We can output from all popular graphic design programs. The latest versions of all the Adobe Design Suite are the most preferred.

- When selecting colors, use Pantone Coated colors and set them to SPOT **NOT PROCESS**. This will enable us to match the colors in your file(s) more accurately.

- Convert all your fonts to curves, or please supply all fonts used in your file(s). Missing fonts could cause the file to output incorrectly.

- When possible, please provide the file(s) in their native program with all linked images. This enables us to color manage your document more precisely.

- PDF files are accepted, but making edits to the files is sometimes challenging.

- All files and links must be saved in a **CMYK** color space.

- Create your file(s) at the final output size when possible.

- For the best enlargement output result, vector (*Illustrator*) artwork is the best. If you have raster images (*Photoshop*) 100 - 200 DPI at final size will suffice.

- A general rule is to add 1/4" inch of bleed, (extra image, color etc...) outside of your final dimension. This differs depending what your final product is. The following is a sample of the amount of bleed needed for a few specific products.

  Wallmurals - 2"
  Vehicle Wraps - 4"
  Banners - 1/4" for hems - more for pole pockets
  Canvas Frames - 4"

- Any file that needs to be output in tiles must be created as one image. Do not tile yourself. Our software will tile your file automatically with the correct amount of overlap and settings that we require for outputting. If you require specific tiling, please inform your Customer Service Representative.

- Files that require special cutting, (cut vinyl, silo cutting, router cutting) a vector (*Illustrator*) die line must be provided.

If you have any questions regarding file setup, please contact customerservice@dgi-invisuals.com
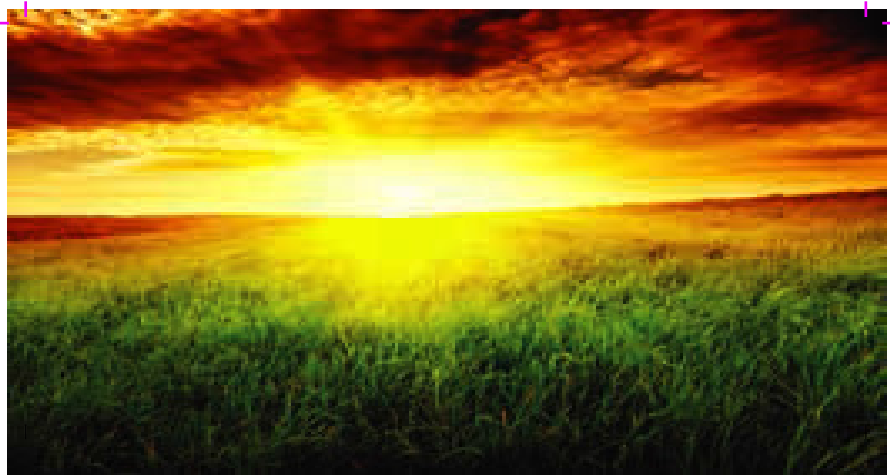
Bleed

Bleed is extra image or color that extends beyond the visual area of your artwork. It can be very important depending on how your end product is being finished or installed.
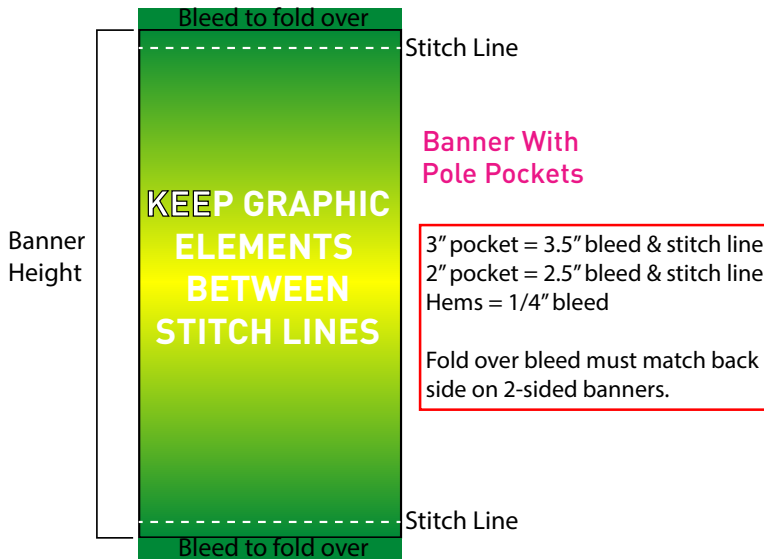
The following are a few product examples of how you should add bleed to your file(s).

**Mounted Print
1/4" Bleed**

**Wall Mural
3" Bleed**

Bleed to fold over

Stitch Line

KEEP GRAPHIC ELEMENTS BETWEEN STITCH LINES

Banner Height

Banner With Pole Pockets

3" pocket = 3.5" bleed & stitch line
2" pocket = 2.5" bleed & stitch line
Hems = 1/4" bleed

Fold over bleed must match back side on 2-sided banners.

Stitch Line

Bleed to fold over

If you have any questions regarding how much bleed you should have in your file(s), please contact customer service and we will be happy to assist you.

www.dgi-invisuals.com

How Can I Submit Files for Production?

FTP
Files can be uploaded to our FTP site, when you do that it is imperative that you also email your Sales Support Representative informing them of the file name along with PDFs for content reference.
http://www.dgi-invisuals.com/support/upload.php

Email
If your file is under 2mb, email the files directly to your Sales Support Representative. Be sure to include PDFs for content reference along with the files.

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