



ART GUIDELINES

To ensure best quality and avoid delays check that your art meets our guidelines.

1 ACCEPTABLE FILE FORMATS

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Adobe Photoshop (.psd or .tif)
Adobe Acrobat (.pdf)

Adobe Illustrator (.ai or .eps)
PNG or JPEG

We can only accept the above mentioned file formats.

2 DESIGN INSTRUCTIONS

✓ DESIGN INSTRUCTIONS

- ✓ **RESOLUTION** Aim for image resolution of 100-125 DPI at 100% actual print size. If template is created at half scale, the DPI requirements doubles to 200-250 DPI. Vector format is advised whenever possible.
- ✓ **DESIGN OVER TEMPLATE** Open template in Photoshop or Illustrator and create a new layer. Create your design over the template layer.
- ✓ **TEMPLATE GUIDELINES** Keep critical elements such as logo, key images and text within the "safe area". Background elements should extend to the full size of the template, past the trimlines and into the bleed area.



3 PREPARE FILES TO SHARE

✓ PREPARE FILES TO SHARE

- ✓ **TEMPLATE** Hide the template layer.
- ✓ **RESOLUTION** Zoom in on your artwork to 100% and examine for pixilation. Specifically important for images/pictures.
- ✓ **LAST STEPS** Embed all images and outline all fonts.
- ✓ **PROOFREAD** Review all text for spelling and grammar. We are not responsible for proofreading customer supplied art files.

4 UPLOAD YOUR FILES

✓ UPLOAD YOUR FILES

Upload finished art files at link below. Place order first to reference order number with submitted art.