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ART DEPARTMENT FILE GUIDELINE

COMPATIBLE APPLICATIONS:

We have the ability to accept files from the following applications (or earlier versions) in their native format

- > **Adobe CS5 (.ai, .psd, .indd)**
- > **Corel Draw 11 (.cdr)**
- > **Quark Xpress 6.0 (.qxd)**
- > **Adobe Acrobat (.pdf) ***

*- .pdf must be saved with "Preserve Illustrator Editing Capabilities" and "Embed all fonts" checked

IF COLOUR IS CRITICAL, INCLUDE ONE OR MORE OF THE FOLLOWING:

- > **COLOUR SAMPLE** - This can be a colour swatch or an actual part (enclosure, panel, etc)
- > **PANTONE COLOURS** - Indicate this clearly on file or hard copy
- > **COLOUR COMPOSITE PRINTOUT** - This can be any digital or analog print. Keep in mind that a digital print may not be colour-accurate. Many Pantone colours, for example, can be SIMULATED depending on the colour gamut of your digital printer. Confirm your colour printout accuracy to an actual Pantone Swatch Guide BEFORE sending to us and indicate if you need us to match this proof OR actual Pantone Swatch Guide.

GRAPHIC ELEMENTS:

- > **FONTS / TEXT** - All fonts should be converted to curves or outlines. Converting fonts will prevent a font substitution and lessen the chances of printing with the wrong font. Include fonts if the file has large areas of text.
- > **BITMAP** (photographic) images should be no less than 300PPI **at actual size**. If the quality of the bitmap is poor, the quality of the final output will be poor.
- > **DO NOT EMBED BITMAP IMAGES**. Please link all bitmap images and include all bitmap images as support files. If bitmap images are embedded and are not included as support files it may result in a poor reproduction.
- > **SCALE** of file should be at actual size. Please indicate trim size (x and y dimensions) on file.
- > **MIN. LINE WIDTHS OF 0.006" for positive images / 0.010" for negative images**.
Anything else may not reproduce properly during screenprinting, especially elements like "®" marks or "TM" symbols.
- > **AVOID HALFTONES OR DROP SHADOWS IN SMALL AREAS**. For example, we will not be able to hold the fine dots required to print solid black (100% black) 12 point type with a light black (20% black) drop shadow.

SUPPORT FILES (Bitmaps):

- > **.EPS** (save Photoshop .eps with "JPEG maximum quality" encoding)
- > **.JPG** (saved with highest quality setting)
- > **.TIF** (saved with LZW compression)

DIGITAL MEDIA:

- > CD, DVD, FTP - (<http://upload.ampcomfg.com>) or EMAIL - (attachments under 5MB)
- > Please call your account rep for FTP-USER-ID and password or see our website
- > Compressing your files may make file transfer easier and will lessen the likelihood of file corruption (.zip, .sit, .rar)

> Ship files to: Ampco Grafix Phone: 604.472.3800
#101 - 9 Burbidge Street Fax: 604.944.4017
Coquitlam, B.C. Canada, V3K 7B2

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