ARTWORK GUIDELINES

Corporate Graphics International's goal is to make your implementation as easy and simple as possible. With that in mind, we have put together a brief summary of guidelines that we recommend for all submitted artwork.

HELPFUL TIPS:

All artwork should be sent as an Adobe® InDesign® file, CS6 - CS14.

Packaged art files are preferred. If unavailable, please refer to the below guidelines.

Prior to sending file(s), please check all file(s) after copying to verify all information is included.
- open file(s) and check if all files can be opened properly from the storage medium
- check if all required font(s) and all their files have been copied.

All artwork and any other files should be accompanied by a printed version (hard copy) of contents from the file sent with file and a PDF version.

DOCUMENT GUIDELINES

Document size should be actual size (i.e. business card 3.5 x 2)

Provide a .125 inch bleed when called for.

Placed graphics need to be high-quality or vector art to receive the best print quality.

Provide any linked images that appear in the document.

Do not outline any of your variable text within document.

Preferred max file size, 5MB

IMAGE/LOGO GUIDELINES

All logos should be submitted as EPS with fonts outlined.

If you are using an imported graphic in your InDesign® document, be sure to include the original graphic file. Place graphics at 100%.

Maximum logo size should not exceed 30K to 100K

Additional imagery should be 300 DPI

COLOR SPECIFICATIONS

Color Mode, CMYK or PMS Colors

Colors in logo should be coded in colors to be printed - i.e., process % or PMS colors
- same colors should be grouped (if possible) to ensure areas are kept together.
- please specify if the PMS color is coated or uncoated.

PROOFING

If a document is not recieved as an InDesign file, we will recreate and send
a PDF back to the customer

If a press proof is requested, we will print on an actual press.

REMINDER:

Legally we have to have a license for any font(s) that we print. If we do not have your font(s) in
our library, we will contact you.

NOTE:

Once we have received your file(s) and if they do not meet the criteria, we will set up a
conference call between our Account Service Manager and the Account Set-Up department
so that we can try to come up with an alternative solution to capture the artwork to prevent any
delays or additional charges.

Corporate Graphics International | Your Brand. Our Business.