

## Artwork Submission Guidelines

### ACCEPTABLE PROGRAMS:

**Mac (preferred) or PC**

**PDF THAT CAN BE OPENED THROUGH ADOBE ILLUSTRATOR OR PLACED IN ANY OF THE FOLLOWING:**

- Adobe Illustrator CC -(**Convert all fonts to outlines**)  
**(PREFERRED FOR SCREEN PRINTING)**
- InDesign CC (Packaged Files)  
**(MUST BE USED FOR ALL VARIABLE DATA PRINTING)**
- Adobe Photoshop CC (**4 Color Process ONLY**)

### FILE TRANSFER OPTIONS:

- Mail to our street address
- Email to : [art@cadpres.com](mailto:art@cadpres.com) - Files to be 4MB or less
- FTP: For uploading large graphic files to our website.

### COPY ALL PARTS OF FILE:

- Document/Layout Files
- Fonts
- Graphics (embedded, linked images, photos/scans, EPS files)

**-Submit Lasers and PDF**

**\*When creating a high resolution, digital print file, set your printer (PDF) option to "High Quality Print".**

### MEDIA:

- CD/DVD
- USB Flash drive

**FTP INSTRUCTIONS:** Submit a PDF with your original artwork. All files should be put in one folder and "zipped" or "stuffed". (You can download a trial version of Zip It or Stuff It.)

**GO TO: [www.cadpres.com](http://www.cadpres.com)** - Click on "**Contact Us Tab**" Fill out information fields and select file(s) to be uploaded.

### PREFLIGHT CHECK LIST:

- Send current page layout file.
- Convert all type in Illustrator to outlines.
- Include all fonts and linked images. (**Embed ALL images in illustrator files or include them in a folder.**)
- Page/Panel size should be correct for item ordered.
- Define all colors as Spot (PMS) or CMYK. (**DIGITAL PRINTING - PMS colors to be from solid coated book**)
- Save graphic files in EPS or PDF format.
- Image scan resolution should be 300 dpi for grayscale & 600 dpi CMYK images.  
(use 1200 dpi for bitmap & line art)
- Place all scans at 100% or smaller for best quality.
- All lines or rules should be at least 1 pt. for screen printing & 1.5 pt. for foil or deboss.
- INCLUDE BLEED and CROPS  
Vinyl & Poly = 3/16" (.1875") - Turned Edge = 3/4" (.75")
- IF NO BLEED: Artwork should be at least 1/8" from all edges  
(Vinyl = should be at least 1/4" from edges)
- Artwork should not be placed where rivets or hinge areas are indicated on template.
- Retain separate art and template layers, so template can be shut off for printing.
- **PROOFREAD all your files.** (We are not responsible for errors in submitted files.)