Graphic Communications Artwork Guidelines

To Avoid Processing Delays...

Please review this document before starting the production of your artwork. We thank you in advance for your assistance!

Artwork/Graphics

Please Submit the Following:
• if mailing, supply hard copy of the finished artwork
• if emailing, supply PDF as hardcopy along with file in original program/native format
• all graphic/image files (.eps, .ps, .tif, etc...) that have been incorporated (or placed) into the artwork
• high-resolution scans where necessary (low-resolution scans are for placement only)
• transparency or quality image for scanning (only if a high-resolution scan is unavailable)

PLEASE AVOID:
• low-resolution Photoshop files (Photoshop files must be at least 300dpi)
• Rastered text - all text should be supplied as vector art.
• 4-color black text - this causes black text to print as a screen. All black text should be 100% black only.

Fonts

Please Provide:
• all files with text in font format and provide ALL fonts being used with project (include screen font and printer font)

If You Cannot Include the Fonts:
• list all fonts used, or convert all fonts to outlines.

Please Avoid:

• Scanned text
• Text created on a PC platform will also create conversion problems. Please convert all texts to paths, outlines or curves.

Graphic Applications

Graphic Communications Supports:
• QuarkXpress
• Illustrator
• Photoshop
• InDesign
• Acrobat High Res PDFs

Sending Files

1) *E-mail Your Files Along with a PDF Copy To:
artwork@graphiccommunications.us

*For faster results, send files as a compressed attachment (.sit/.hqx/.zip) to: artwork@graphiccommunications.us. Include all files utilized within the artwork. In the subject of the e-mail, write a brief description of the items (size, colors, versions etc).

2) upload your files to our FTP Site:
Please compress files before uploading. Name compressed file according to part number, UPC or product name.
To upload files, contact Bob Stecklein for instructions.

3) Please Send Your Files (CD/DVD) with Color Printouts to:
Graphic Communications, Inc.
Attn: Bob Stecklein
793 Nina Way
Warminster, PA 18974