

ACCEPTED PROGRAMS & FILE FORMATS:

MAC

Adobe Illustrator CS6
Adobe InDesign CS6
Adobe Photoshop CS6
Press Quality PDF
Microsoft Word*
Microsoft Excel*
Microsoft PowerPoint*

PC

Adobe Illustrator CS5
Adobe InDesign CS5
Adobe Photoshop CS5
Press Quality PDF
Microsoft Word*
Microsoft Excel*
Microsoft PowerPoint*
Microsoft Publisher*

*Although we are able to open these Microsoft Programs, they are not graphic programs and some manipulation of your file will need to take place in order to use them. You will be charged extra for the preparation of these files.

FILE TRANSFER OPTIONS:

(Please include your company and job name in all files submitted to RL Smith Graphics.)

Email 5MB or smaller:

Please email
kjohnson@rlsmithgraphics.com

Mail (CD/DVD/Flash Drive)

to: 493 Bev Road, Unit 7B
Boardman, Ohio 44512

FTP - files larger than

5MB: Contact
kjohnson@rlsmithgraphics.com
to receive login information
and passwords.

FILE REQUIREMENTS:

- **Document Size** - Be sure that your artwork is at the correct size.
- **Native File** - (See accepted formats to the left)
- **Fonts** - All fonts used must be converted to outlines
- **Links** - All images included in your document must either be embedded or sent with file
- **PDF** - All artwork MUST be accompanied by a press quality PDF (Please convert all type to outlines before creating). Your PDF MUST include bleeds and crops outside the bleed area.
- **Spot Color Printing** - Please be certain files have been created using PMS spot colors
- **CMYK Printing** - Please be certain files have been created using CMYK process colors and do NOT include any spot or RGB colors.
 - **Rich Black:** Please note that we use the measurements of C-60 / M-40 / Y-0 / K-100 when printing Rich Black
- **Bleed** - Minimum 1/8" must be extended on all 4 sides of your file
- **Photo/Image Resolution** - 300 dpi for grayscale & CMYK images (We cannot use images from the web)
- **Line Art Resolution** - 1200 dpi for bitmap line art

Place all scans/images at 100% or smaller; do not enlarge scans/images in layout. Rotate, scale and crop all images before placing on page.

Please proofread your files before sending artwork. We are not responsible for errors in supplied files.

Additional charges will be applied to correct or alter files.

A PROPERLY SUBMITTED FILE

Trim Marks – The product will be cut on the trim mark (blue line). This should be your document size.

Full Bleed – If you wish for your design to continue off the edge of the product, the artwork must continue past the trim marks to the full bleed margin (green line). Bleeds should extend outside your document size 1/8" minimum.

Safe Zone – All text or other elements, including borders, that you want to guarantee not be trimmed off must be placed within the safe zone (red line). This safe zone starts 1/8" in from the edge of your page.



ALL ARTWORK IS EXPECTED TO BE SUBMITTED AS PRESS READY FILES. If any adjustments or alterations need made, you will be charged accordingly. For questions concerning extra fees, please contact your sales representative.

QUESTIONS? Contact our art department at 330.629.8616