

ART GUIDELINES: CALENDAR IMPRINTING

Free Calendar Art Options: We can typeset your imprint ~ combine your production-ready* digital logo art with typesetting ~ or, you can send us complete production-ready* art files with your order! A proof is sent by fax or email for approval at no additional charge.

We accept the following files in either PC or Mac formats via e-mail or mail:

- **.EPS, .JPG, .TIF, .PDF, .PSD file formats** - created with these supported applications: Adobe Illustrator, PhotoShop, and QuarkXpress. MSWord.doc files may be usable if no screens or fine line details are used. .GIF, .BMP, .WMF, PowerPoint, and CorelDraw files are not acceptable.
- **Line Art files (typed copy & logos): 1,200 DPI minimum. Tonal art files (images): 300 DPI minimum.** Files must be 100% size in 1 color black. RGB or CMYK color files are not acceptable. Additional charges may apply to color art.
- **Convert all art and text to "images" or "outlines" to preserve font appearance across systems.**
- **Send linked graphics, not embedded, if applicable.**
- **Text and copy should not be closer than 1/8" inch to all outline edges.**
- **Imprint area outline below is an aid for positioning copy. Do not include polygon outline in final art file. Imprint Area size is 2 3/4" (7cm) between opposite points.** To print full size, set Adobe Reader Print Settings to 100%. "Page Scaling" should be set to "None" under Page Handling. Your printer's "Print to Scale" settings should also be off.

If the above is unfamiliar, we encourage you to consult the graphic design or printing specialist before creating art. Alternatively you can submit art files with your order for review. Charges to create production ready art from supplied files average \$45.00 and we will advise you if charges exceed that amount upon review.

Color Imprinting: Colors other than our standard black require additional charges - please call for pricing. Please send a file by email to verify appearance and quote.

SUBMITTING ART

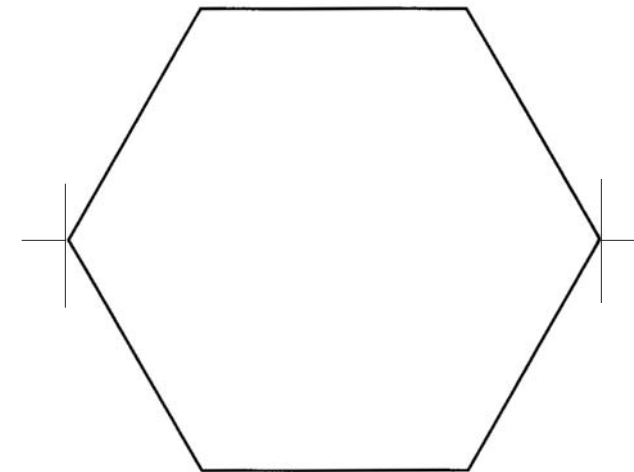
Email art to: art@graphics3inc.com. Please reference customer name and/or Order Number and include any instructions regarding copy or typesetting you require. Include the application name and version used to create the files.

ART NOTES

***Production-Ready Art:** 100% size and requiring no alteration for high-resolution reproduction beyond positioning.

Scanning logos and set type: Only photographic images should be scanned at 300dpi. Scanning Text & logo line art or drawings is not recommended however scanning at 1600 dpi can reduce pixilation to usable levels. Setting type directly within Photoshop rather than scanning text will produce sharper type. Scanned art imported into a vector program like Illustrator or Freehand and saved as a .eps does not make a true vector file - it remains a bitmap.

Fonts: Converting fonts into "paths" or "outlines" prevents font incompatibilities and ensures art has the appearance intended without the necessity of including separate font files. Fonts are not editable after conversion so you may wish to save an editable version.



Actual Imprint Area is
2 3/4" (7cm) across
between opposite points.