

## Accepted Programs

Files created with current versions of (Mac or PC):

- InDesign
- Illustrator
- Photoshop
- Corel Draw - convert type to curves

## NOT Accepted

Files created with:

- Microsoft Publisher
- Microsoft Powerpoint
- Microsoft Word
- PageMaker: convert to InDesign

## Pre-Design Checklist

**Page Layout: before starting your design, download item template from [foldersolutions.com](http://foldersolutions.com)**

- ☐ Custom item? We can create a template to your specs *before* you begin your artwork layout. Please call us.

### Sending Artwork as a .PDF File:

- ☐ High-resolution (print/press quality) .PDF documents. Include 1/8" bleed.  
**WRONG TEMPLATE; INACCURATE FILES; LOW-QUALITY GRAPHICS WILL BE REJECTED**

### Sending Layout Files from "Native" Program:

- ☐ Collect all elements: use "Package" & "Collect for Output" in program.
- Fonts:** ☐ printer & screen fonts. Use font from list – **not styles: bold, italic, etc.**  
☐ type in Illustrator files: convert to outlines/paths (curves in CorelDraw).
- Images:** ☐ hi-res photos: 300 dpi CMYK & grayscale. **No RGB/72 dpi web graphics.**  
☐ scan/line art: 1200 dpi, bitmap images.  
☐ save as: **.PSD** or **.TIF** format.
- Graphics:** ☐ vector (outline) art: convert all type to outlines.  
☐ use proper color mode (spot/PMS or CMYK - not RGB).  
☐ save as: **.EPS** format.

### Ink Colors:

- ☐ Spot color PMS (Pantone®) printing: use **SPOT/PMS** colors.
- ☐ Four color process (full color) printing: use **CMYK - NOT RGB**.
- ☐ For large black areas (not type), we recommend using the following rich-black build:  
cyan 60% magenta 40% yellow 40% black 100%
- ☐ Avoiding "Blues that look Purple" – refer to the Pantone® 4-Color Process Guide and Pantone® Color Bridge. Choose a blue-formula with 30% more cyan than magenta.

### Foil Stamp & Emboss:

- ☐ Supply as vector (.EPS) art – convert type to outlines; avoid intricate detail & screens.

## Sending Your Files...

### 1 Check that artwork & layout matches specs quoted...

- Follow Pre-Design Checklist

### 2 Compress files (.zip) before sending

### 3 Email or Upload Files

- include dealer P.O. number and/or job name in the subject line
- send dealer P.O. with art files
- reference Quote number

**Email SMALL files (under 10 MB)**

**FTP upload LARGE files:**

[www.DropitTo.me/FolderSolutions](http://www.DropitTo.me/FolderSolutions)  
password: upload

## Avoid Errors in Your Files & Job Delays:

- ☐ Proofread & test print your files: print color separations. Make a mock-up: print a reduced copy, cut-out & fold up...does copy fall on correct panels?  
Additional charges apply if we need to modify your files. **We are not responsible for errors in supplied files.**