



# File Prep Guidelines

We accept the following electronic file formats:

Created In	Version	Platform
Illustrator	CC	Mac PC
InDesign	CC	Mac PC
Photoshop	CC	Mac PC
CorelDraw	up to 12.0	n/a PC

Send us your art files via:

- CD / DVD
- E-Mail (20MB or less)
- Upload files via our website portal at:  
<http://eaglexhibit.com/upload-your-files>

NOTE: see "Electronic Transmission of Art" below.

ph 614-461-6521  
fax 614-461-9774

Eagle Exhibit Services  
111 W. Nationwide Blvd.  
Columbus, OH 43215

[www.eaglexhibit.com](http://www.eaglexhibit.com)

## Size

Set up file with document size at full print size. Add 1/2" bleed. If the application you're using will not allow you to set up your document at full scale, set it up at half scale.

## Color

We print in CMYK—Please supply Pantone numbers or proof for color match. When spot color is critical, Eagle Exhibit Services will custom color match at an additional cost.

## File Format

We do not prefer pdf files as final art. Send document in it's native application format, including linked files and fonts, or convert fonts to paths. To facilitate color matching, please do not flatten Photoshop files. Provide layered files whenever possible. Working in a layered file saved as .tif with LZW compression will greatly reduce your file size. Quark XPress files, pdf or eps files originating in Quark XPress or CorelDraw present limitations which will require additional workstation time and money. We no longer accept native Quark XPress or Pagemaker files. If using Quark XPress, you must export each page as an eps file, and provide hard copy or a low res pdf of each file.

## Placed Images & Resolution

Include all placed images as separate eps or tiff files. For general resolution requirements we recommend that all scans be provided at a resolution equal to 100 ppi at the final dimensional size at which the image will be printed. For example, a 4 x 5" image scanned at 300 ppi would produce a 12 x 15" @ 100 ppi quality digital print.

## Electronic Transmission of Art

Save your file using the proper extension; ie: .tif, .psd, .fh, .ai, etc. Minimize your file transfer time by combining and compressing your files with standard compression software such as WinZip or Stuffit.