



Washington Graphics LLC

www.WashingtonGraphicsLLC.com

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Redmond, WA 98052

Digital File Prep Guide

Applications: Adobe CS5 (and previous versions): Indesign, Illustrator, Photoshop
Acrobat pdf, Macromedia Freehand MX, Quark Xpress 6.0

Media: CD - DVD - Flash Drive - or electronically via FTP or Email

FTP if 5MB or larger

ftp://50.47.45.242

Username: upload

Password: screen32

Email if 5MB or less

Design2@WashingtonGraphicsLLC.com

cc: info@WashingtonGraphicsLLC.com

Please note: It is very helpful and much appreciated if you can send us an email informing us your files have been sent to the FTP and attach a JPG or PDF of the art with that email. Please email to: Design2@WashingtonGraphicsLLC.com and cc to: info@WashingtonGraphicsLLC.com and to the account executive you have been working with here at Washington Graphics.

Layout: Build layouts at 100% scale with .25" bleed. For banners, keep all copy a minimum of 1.5" from all edges. Include all placed images or art files.

Fonts: Include all screen and printer fonts or convert them to paths/curves.

Images: Tiff or EPS files. High resolution PDF's are also accepted. All images should be at least 100 DPI when placed into the document at 100%. This will yield 100 DPI at final size. Images should be supplied as CMYK not RGB. It is best if the images are imported with little or no resizing or rotating in the layout.

Macromedia: All files must be submitted in native format. EPS files must retain access to the native files.

Illustrator: We accept all Adobe Illustrator files.

Quark: All files must be submitted in native format. Include any linked images or EPS line art files.

Indesign: All files must be submitted in native format. Do not save images embedded in file, please link them.

Please do not hesitate to call us if you have any questions or need assistance:

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1.800.786.1842

fax: 425.883.6569

info@WashingtonGraphicsLLC.com