



File Prep Guidelines

We accept the following electronic file formats:

Created In	Version	Platform
Illustrator	CS4	Mac PC
InDesign	CS4	Mac PC
Photoshop	CS4	Mac PC
CorelDraw	up to 12.0	n/a PC

Storage Devices Used

■ CD / DVD

■ E-Mail (10MB or less)

■ FTP Site upload:

Host: ftp://ftp.eagleexhibit.com

User: ftp%eagleexhibit.com

Password: up2Eagle

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

Size

Set up file with document size at full print size. If full size is not allowable by your application work at 1/2 scale. Physically add crop marks and approximately 1/2" bleed. Do not utilize the "print crops" option in the print set-up box, or the "add bleed" option in "document setup".

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

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, Pagemaker and Corel files present limitations which will require additional workstation time. We no longer accept native Quark XPress 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. You can upload to our ftp site utilizing software such as Fetch, or through Safari or Explorer. Minimize your file transfer time by combining and compressing your files with standard compression software such as WinZip or Stuffit. Avoid using symbols such as "/", "%", "#", "-", "\", in the compressed archive file name but do include the name of your company so we can identify who the art belongs to. Once connected to our ftp site upload your art into the "files" directory folder. After the upload is complete be sure to inform your Eagle Exhibit representative that the file has been uploaded and provide a low res pdf for reference.