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

# File Prep Guidelines

**Job Name** ..... **Job #** .....

**To** ..... **From** .....

**Company** ..... **Our Phone #:** (614) 461-6521

**Fax #** ..... **Date** .....

## Created In Version Platform

Created In	Version	Platform
Illustrator	CS3	Mac PC
InDesign	CS3	Mac PC
Photoshop	CS3	Mac PC
Acrobat	CS3	Mac PC
Freehand	up to MX	Mac PC
CorelDraw	up to 12.0	n/a PC

## Storage Devices Used

- CD / DVD
- E-Mail (less than 10MB): graphics@eaglexhibit.com
- FTP Site upload:
  - Host: ftp.eaglexhibit.com
  - User: tventling@eaglexhibit.com
  - Password: eagle

## Size

Set up file with document size at full print size. If full size is too large for the application work at 1/2 or 1/4 scale. Please indicate scale factor on printed proof. 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

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

Save document in native application format. To facilitate color matching, please do not flatten Photoshop files. Provide layered files whenever possible. 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 of each page.

## Placed Images

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, .cdr, .fh, .ai, etc. Use compression software on the file you will be transmitting.

An e-mail message should include file information such as Pantone color numbers, scale factor, quantities, etc.