

## 1 Formatting your graphics

- CMYK color mode preferred
- For black/white output, save images as grayscale
- Build file at 25%, 50%, or 100% to scale
- Images should be 100-200 ppi resolution at final size (100%)
- Minimum ppi per scale: 400@25%, 200@50%, 100@100%
- We accept .tif, .jpg, .eps and .pdf files
- We can accept native Photoshop, Illustrator or InDesign files
- If sending .ai, .eps or .pdf files, we highly recommend converting all fonts to outlines or sending us the fonts separately
- Keep all critical elements 1/4" from edges
- Add 1/2" bleed to all four sides

### Guidelines for saving PDFs:

If you prefer to save your file as a PDF, use the following settings:

- Save .pdf files as version 1.4 or higher (do not save as version 1.3)
- Do not include slug, registration marks or extra white space
- Include document bleed
- Modify compression settings to "Do not downsample"

## 2 Laying out your graphics

### Special Effects

Do not use the special effects in Illustrator or InDesign that requires the file to be flattened before printing. These include transparent layers, drop shadows, beveled edges, glow, etc. We recommend these effects be done in Photoshop.

### How to Get a Better Color Match

Critical colors in elements should be specified using Pantone palettes available within the layout or drawing application such as Pantone Solid Coated. Utilizing PMS values will help us match colors more accurately. Do not convert the swatch to its RGB or CMYK equivalents.

## 3 Sending us your files

- Files can be uploaded to us using a link on our website [www.exhibitsolutions.net](http://www.exhibitsolutions.net)
- Files under 20mb can be sent via email to [design@exhibitsolutions.net](mailto:design@exhibitsolutions.net)
- Please zip files into one folder prior to sending

