



LARGE FORMAT FILE GUIDELINES

To ensure your satisfaction and the timely completion of your order, please note the following:

RASTER IMAGES:

Grand Format (Larger than 18 feet in height or width):

1/12 Scale 1 inch = 1 foot at maximum 300 dpi

Large Format (A maximum of 18 feet in height or width):

1/4 Scale .25 inch = 1 inch at maximum 600 dpi

Wide Format (A maximum of 8 feet in height or width):

Full Scale 1 inch = 1 inch at maximum 300 dpi

Follow the above recommendations without exceeding a maximum file size of 300 MB.

FILE TYPES:

Raster files: Must be built in CMYK and saved as Tagged Image File (.tif) with LZW compression, Photoshop (.psd) file, or as a JPEG with maximum compression.

Vector files: Must be built in CMYK and saved as Encapsulated Post Script (.eps), *any linked files or fonts must be provided in addition to .EPS file.*

Accepted: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, High resolution Adobe PDF.

Not accepted: Microsoft Publisher, Microsoft Word, Microsoft Excel, Microsoft Power Point.

Please, include a low resolution PDF content proof of the artwork. This helps the sales and production department to have a visual of the graphics.

BUILDING THE FILES:

Grand Format: If your project requires bleed, provide a minimum of 8 inches at actual size.

For full pocket bleed, add 8 inches outside the live area, indicate this area with crop marks or guides.

Large Format: Provide a minimum of 4 inches bleed at actual size. Make certain that copy, logos and other elements that you do not want a seam to go through are at least 3 inches inside from the border.

Wide Format: Provide a minimum of 2 inches bleed at actual size. Make certain that copy, logos and other elements are at least 2 inches inside the view area.

FONTS:

All fonts must be provided with your files. Whether outlined or not, this allows us to react quickly to any last minute revisions.

FILE NAMING:

Naming of files using our reference maps should consist of Property it will reside, Application type, the map location callout code, size, bleed, and scale. See below example:

DolphinHotel_WallColumn_L3-2130_36.5Wx89H_2inchBleed_100%Scale.eps

If you are not using one of our reference maps file naming should consist of Company name, event piece is for, product type, identification code/Location (established by you), size, bleed, and scale. See below example:

ABCInsurance_AnnualPicnic_Banner_GrandBallroomEntry-B2of4_96Wx36H_2inchBleed_50%Scale.eps

COLORSPACE:

CMYK: All files must be in 4 color process.

PMS: When using PMS colors (Pantone Matching System Colors), specify them in writing.

We use Pantone Solid to Process Guide Coated as our color-matching standard.

MATCHPRINT PROOFS:

For all color critical projects you must include a high quality matchprint.

Due to the wide range of color printers and the ink sets that are used in them, we might not be able to match all outputs.

SENDING IN ART FILES:

Upload all print ready files to our secure FTP site according to the FTP upload instructions provided.

You may also submit your files on a CD/DVD, thumbdrive, or via third party websites like "Dropbox."

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DIGITAL PRINT FILE GUIDELINES

To ensure your satisfaction and the timely completion of your order, please note the following:

DIRECT TO PRINT - DIGITAL PRINTING:

Accepted file formats are: PDF (preferred format), EPS, TIFF, and JPEG. Files must be in a single file format that we can send directly to the press, not native files with linked images and fonts. This is to avoid prepress charges for setting up your file.

File Size: The file should be the exact size that the finished piece will be after it is cut down.

Example: A business card file size should be 3.5"x2"

Do not create a 3.5"x2" Business Card on a 8.5"x11" sheet

File Bleed: If any elements print right to the edge of the finished piece, add 0.125" to the document size all the way around. The elements that print to the edge should extend this extra 0.125" past the final trim boundary.

Example: A business card file with bleed would measure 3.75"x2.25". The excess image/color etc. is trimmed off, leaving a 3.5"x2" card. This prevents the hairline of white space that can sometimes appear on the edge of the finished piece.

File Margin: A minimum safe margin of 0.125" should be applied to all files. This allows a safe distance between important information (copy/image) and the finished edge of your piece.

Marks: No crop, bleed or registration marks should be included

Imposition: Imposition is done in prepress. There is no need to provide a file containing multiples of the same image/document to take advantage of sheet size.

Colorspace: While the digital printer does an adequate job of converting RGB colors to CMYK, we recommend creating your files in CMYK or converting to CMYK before submission.

Color Matching: For color critical jobs please supply us with a hard copy print out of your file. This will show us what your file is supposed to look like and may alert you to any problem prior to file submission.

Due to the wide range of color printers and the ink sets that are used in them, we might not be able to match all outputs.

File Naming: Please indicate the exact name of file(s) to be printed along with any special instructions you feel we need to successfully produce your job.

PDF INFORMATION

PDF files should be constructed as follows: Images should be high resolution (not down sampled). Fonts should be embedded (some font manufacturers/foundries do not allow their fonts to be embedded because of licensing restrictions. These fonts will not work). Resolution should be a minimum of 300dpi.

After you have created your PDF, open the file to ensure everything looks correct before submission.

EPS INFORMATION

The image area of EPS files created within Adobe Illustrator is determined by the bounding box of all elements within and outside of the illustration itself, not the page/document size. Please ensure that your final file is at the size you wish it to be produced.

Fonts should be converted to outlines and colors should be in CMYK.

TIFF AND JPEG INFORMATION

Although any resolution will print (with varying degrees of quality), we request all submitted files be a minimum of 300dpi, especially if there is text within the image. Any file submitted at less than 300dpi could be pixelated (fuzzy) once printed.

Color mode of submitted files should be CMYK.

If building your file in Photoshop, ensure that you save as a Photoshop PDF. This allows any set type to retain its clarity. Other formats render the type as a raster image possibly increasing the chance of slight pixelation.

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