



# Digital File Acceptance Guidelines

Below are our requirements for digital file submissions. Please contact us if you have any questions.

## Software

Our Imaging software works well with PhotoShop, Quark, Illustrator, InDesign, Freehand, and CorelDraw files.

## Disks

We can accept your files on the following types of electronic media:

- 3.5" Disks
- Zip Cartridges 100 and 250 MB.
- CD-R, DVD-R, DVD+R
- Email digital files to [solutions@offcontact.com](mailto:solutions@offcontact.com)
- [FTP.OFFCONTACT.COM](http://FTP.OFFCONTACT.COM) Contact us directly for Customer Login.

## Emailed Files

Emailed files should be compressed using Stuffit or WinZip to protect the file during transfer across the net. Please include a JPEG or a PDF proof of the file. Resolution on the .jpeg should be high enough to allow us to read the smallest text on the file. If we do not receive a proofing file from you, we will make one from your file and email it to you for approval. Production will not begin until we receive a sign-off.

Always include a laser or color positioning print to that we can verify anything unusual that may appear on our monitor before your file is printed. Unless specifically requested at the time of order, the provided color prints will not be used for color matching. The supplied print will be used to verify all elements and proper positioning.

## Pantone

Spot colors should be assigned PMS Pantone colors and will be produced to match the process to the spot Pantone chart. All color output devices produce colors differently and we cannot guarantee 100% accuracy.

## Fonts

Please use only Postscript fonts and include them on your disk. If using any other fonts (i.e. TrueType, Multiple Master, etc.) you must convert them to outlines (or curves) before you send in your file or they will not print correctly.

## Output

We recommend that you prepare your digital files at full-size although we can enlarge or reduce your files if necessary.

## Resolution

Your full-size files should be prepared at 110-150 dpi for output. If we are enlarging your file, the resolution must be increased proportionally. For example, if we enlarge your file by 200% then the resolution of the original file should be two times the requested dpi (i.e. 110-150 dpi is increased to 220-300 dpi). Vector files can be enlarged to any size with no loss of resolution.

## Vector Files

Application files (i.e. Illustrator, Freehand, and CorelDraw) that do not use bitmap or placed images can usually be enlarged to any size without image-quality loss. Please remember to include all fonts or convert the font to outlines (or curves) for any placed vector based EPS image. All placed images should be included.

**\*\*We cannot accept Photoshop EPS Files, if you are using Photoshop, please save your file as a Tiff.**

## Bitmap Files

Files with placed images can be accepted in CMYK format ONLY. All bitmap files should be in TIFF or EPS format.

For questions on digital files, please call us and ask for our digital coordinator.



Wholesale Graphics

### Call Off Contact:

James Schall  
at (877) 627-9727  
or (419) 255-5546  
fax us (419) 255-4440

### Mail to:

1501 Monroe St.  
Toledo, Ohio 43604

### Shipping Address: (UPS, Fed Ex, DHL)

77 16<sup>th</sup> Street  
Toledo, Ohio 43604