

# Artwork guidelines

When supplying artwork for your pop-up displays, banner stands, or graphic displays it is important to bear these artwork guidelines in mind to achieve the best results possible.

## Using Supplied Artwork Templates

Artwork templates for each product are supplied to make sizing your artwork easy.

**Download..** the Artwork Template for your product on the 'Artwork' page of the website. The templates are supplied as full size .eps documents that allow you 'drop in' and size your artwork at 100% scale. (Artwork templates are not supplied for products that only support standard sizes, A0, A1, A2, A3 and A4)

**Open..** the .eps document using a vector based design package i.e. Adobe Illustrator, Macromedia Freehand or Corel-Draw and simply drop in and arrange your artwork at full size and resolution.

**Re-save..** the template file with your graphics in situ (preferably as an .eps).

## Sending Your Files

You can send your artwork in any digital format:

### On Disk

For files over 30mb we prefer that a copy of the artwork be sent by registered mail on disk (CD, DVD, Zip disc 100MB or 250MB). When sending your artwork by post it is important to send a hard copy colour proof of the image, as digital files can be prone to some information displaying differently on different machines.

We do not accept responsibility for further cost incurred by printing inaccuracies if a colour proof is not supplied.

### By FTP

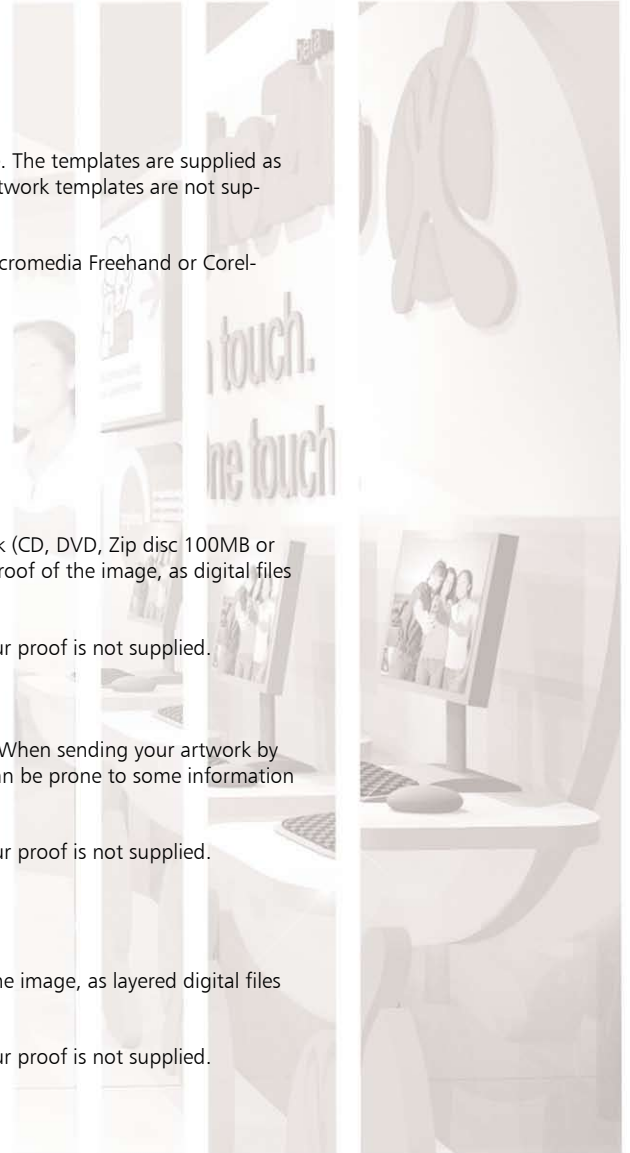
For files under 30mb you can upload your artwork to our File Transfer Protocol (FTP) Site. When sending your artwork by FTP it is important to also send a colour JPEG proof of the image, as layered digital files can be prone to some information displaying differently on different machines.

We do not accept responsibility for further cost incurred by printing inaccuracies if a colour proof is not supplied.

### By Email

For files up to 10mb you can send your artwork to us via email at [info@enviz.co.uk](mailto:info@enviz.co.uk)  
When sending your artwork by email it is important to also send a colour JPEG proof of the image, as layered digital files can be prone to some information displaying differently on different machines.

We do not accept responsibility for further cost incurred by printing inaccuracies if a colour proof is not supplied.



# Artwork guidelines (cont'd)

Below is a general guide to supplying artwork for your presentation displays.

## Save colours as CMYK

Our wide format ink-jet printers all use CMYK colour to output. If your design work includes Pantones, RGB colours or Duotones we strongly recommend converting these colours to CMYK for optimum results and colour matching.

## Document Sizes & Resolutions

We suggest that the recommended resolution for all rasterised artwork (TIFF, JPG) at full size be no smaller than 100ppi at 100%.

## Fonts

Please either include or embed all fonts when sending your artwork. If necessary files to complete the project are not supplied, artwork charges may incur.

## Logos

All Logos are to be supplied as vector files (i.e. illustrator .ai or .eps files or CorelDraw .cdr files). To trace, alter or reproduce logos, an artwork charge of £50 per hour will be incurred.

## Scans

All submitted scans should be high resolution and saved as CMYK colour for the best colour match. If possible we suggest keeping scans to a minimum of 150dpi finished size. If you are supplying artwork, we can accept your hard copy for scanning from original photographs, negatives, transparencies or 35mm slides.

## Proofs

If supplying your own artwork we suggest sending either a hard copy colour proof or an Adobe PDF with your artwork. If you choose to use us for your design preparation we will supply proofs either by hard copy or via email as an Adobe PDF document.

## Supported Artwork Formats:

Quark XPress (up to and including v.4)  
Adobe Acrobat (300dpi files)  
Adobe Illustrator (up to and including CS2)  
Adobe Photoshop (up to and including CS2)  
Adobe InDesign (up to and including CS2)  
Macromedia Freehand up to v.2004  
Corel Draw up to v.11  
TIFF  
JPEG  
EPS

Call if your artwork format is not listed  
If you have any queries regarding artwork set up, just call and we'll be happy to offer any advice.

