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### **How do I save and send my photo?**

- Photos must be saved with a resolution of 225-300 dpi. (Not 72dpi)
- If scanning, scan at 150-175 lines per inch (LPI)
- Photos must be saved to the size (or bigger) of the final printed product. (H x W)
- Colour format should be CMYK (for printing), RGB or INDEXED (for web or large format)
- File formats accepted are .TIF, .BMP, .EPS, .JPG, .ai, .PSD, .FH11
- NOTE: Images from a web-site are not normally acceptable for printed products.

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### **What software applications do you support?**

#### **Adobe Photoshop CS2**

- Colour mode must be CMYK (for printing purposes) and RGB (for web and large format).
- File formats accepted are .TIF, .JPG, .BMP, .EPS, (No .GIF files please)
- If you have an image with a clipping path save as an EPS.

#### **Adobe Illustrator CS2**

- All colours must be CMYK percentages (for printing purposes) and RGB (for web and large format). Please convert all spot, custom and Pantone colours to CMYK percentages unless you have been quoted otherwise.
- Convert all type to OUTLINES.
- Try to include any placed files separately from artwork. (Embedded files are a lot more troublesome to work with.)
- Save as Illustrator EPS format.

#### **Corel Draw**

- YOU MUST EXPORT YOUR FILES AS .EPS FORMAT (We will be opening them in Illustrator or Photoshop, not in Corel Draw)
- NO .CDR FILES ACCEPTED

#### **Microsoft Word**

- Send for text information only. No embedded graphics.

## **WordPerfect**

- Send for text information only. No embedded graphics.

## **FILES NOT ACCEPTED**

- Adobe PageMaker
- Microsoft Publisher
- Corel Draw

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## **What about my fonts?**

### **MACINTOSH:**

- You must provide all Macintosh screen and printer fonts that have been used.
- Any Open type or True type used must be provided if used by a graphic not converted to outlines.
- Provide sample of artwork for us to be able to match fonts if needed.

### **PC/WINDOWS:**

- Please do not send PC/Windows fonts.
- Provide names of fonts used.
- We have only limited access to PC fonts so some or all fonts may have to be substituted.
- Provide sample of artwork for us to be able to match fonts if needed.

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## **What size do I send?**

### **PHOTOS:**

- Photos must be saved with a resolution of 225-300 dpi. (Not 72dpi)
- Photos must be saved to the size (or bigger) of the final printed product. (H x W ie. 2" H x 3.5")

### **DOCUMENTS:**

- Send at actual size. (ie. Business Card 3.5" x 2")
- Provide files only 1up.
- Keep all type and artwork 1/8" (.125") inside all edges for margins.
- For bleeds, extend art at least 1/16" (.062") on all sides. 1/8" (.125") preferred.

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## What disks do you accept?

- You can mail or courier Mac or PC disks to us.
- CD ROM / DVD ROM
- We cannot accept ZIP or JAZ disks.

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## Where do I send my files?

- You can [email us](#), [upload to our FTP](#) or mail/courier artwork disks to us at:

COMART G.D.I.  
390 Southcrest Dr.  
London, Ontario  
N6J 1N4  
Canada

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