FILE PREP GUIDELINES

We strive to produce the highest quality large format printing in the imaging industry. Large format digital output has unique requirements that differ from those of traditional offset printing. We have produced this document to help you get the highest quality results without incurring additional costs or unnecessary delays.

JOB SUBMISSION GUIDELINES:

Please include only the elements needed to complete your job and arrange them in an intuitive manner with sub folders containing all links and fonts. Please do not embed links in your Illustrator or InDesign files.

APPLICATION SUPPORT:

We support native files created in Adobe Photoshop, Adobe Illustrator, and Adobe InDesign in any version. We can also work with Adobe Acrobat PDF documents that are saved with PDF/X-1a:2001 guidelines. PDF files are considered "print ready", and as such we have limited editing abilities.

DOCUMENT SETUP:

Ideally, you should build your document at 100% of final size. When this is not possible due to application document constraints, please build it at 50%, 25% or 10% of final size.

BLEED:

All elements running to the edge of the print area should bleed 1/4" past the document edge. Large multi-panel graphics require a minimum of 1/2" bleed on all sides. Large banners or headers of 8 feet or more require 1 inch of bleed.

FONTS:

Preferably all fonts should be converted to outlines prior to submitting. If it is necessary to include fonts with your job, please submit Mac-based Adobe Type 1, TrueType or Open Type fonts for each project. Be sure to include both screen and printer fonts to avoid delays. We cannot accept PC fonts.

SPOT COLORS:

Please indicate color matches by specifying a Pantone color call out, or by supplying an actual printed sample. We will match your color call outs as close as possible using our advanced wide-gamut 6 color printers. Files without specific color call outs will be run as is.

IMAGES:

Unless otherwise directed, we will output your project using a "pleasing color" standard. This standard is achieved automatically through our calibration software and extensive color-matching experience. Please verify image resolutions are considered when working at scales less than 100%. Image resolutions should be no less than 120 ppi at 100% of final size.

EMAIL AND FTP:

When submitting files via e-mail or file transfer, it is important to compress your files. Using compression not only reduces file size, but also helps prevent files from being corrupted during transfer. We can accept either Stuffit or ZIP files. File size limit for email transfer is 10mb compressed. Please contact your Forge Graphic Works representative for file transfer instructions.

FORGE GRAPHIC WORKS