



Artwork Submission Guidelines

While every project will vary in media type, resolution requirements, and file structure, these basic guidelines will help eliminate any artwork format discrepancies.

ACCEPTABLE TYPES OF STORAGE MEDIA FOR FILE SUBMISSION

- 100mb Zip Disc
- CD-ROM
- CD-RW
- DVD-R (mac format only)

DESIGN SOFTWARE REQUIREMENTS

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Quark Express 4.0
- Macromedia Freehand
- Graphics Advantage 4
- Macromedia Fireworks
- CorelDraw (when saved as a generic EPS)
- AutoCad (DXF format only)

HELPFUL HINTS

- attach your contact information, such as company name, phone number and e-mail address to any artwork being submitted
- include an information sheet for your project that includes file names, sizes, and colors for the graphics being produced
- digital files should contain all pertinent fonts, linked files, and images needed to complete the project.
- files can be auto-prepared in some applications (such as Freehand or Quark) by utilizing the "collect for output" option under the file menu

FONTS

Transport Graphics requires that all digital files have fonts converted to paths or outlines. If this is not possible, we have a vast library of fonts that will match or be an adequate substitute. Please ask your sales person for support with any other font issues.

DOCUMENT SET-UP (Vector Files)

A vector-based file is a document that uses mathematical equations and lines as opposed to pixels. Programs that use a vector format include Adobe Illustrator, Macromedia Freehand and CorelDraw.

This file type would be used in the production of signs, banners, or vehicle graphics that are to be cut from solid pieces of material. In some instances, a vector file can be used for digital printing (such as multi-colored decals or faded graphics).

When using a vector-based program, files should be built as close to a 1:1 ratio as possible, not going under a 1/10th scale. If your file is built to a specific scale (example: 1"=10"), note the scale on any provided prints as well as in the file itself.

If your file includes placed images, the image must accompany the parent file on your disk.

DOCUMENT SET-UP (Raster Files)

A raster-based file is an image or photograph using pixels to determine color. Programs that use a raster format include Adobe Photoshop, Macromedia Fireworks, and numerous generic programs that come as part of the factory software on most computers.

When using a raster-based program, resolution (DPI) is the most common problem. The following are the recommended resolution scales for final output (your file needs to be BUILT at this resolution):

- 1:1 scale (actual size) 50 - 72 dpi
- 1:2 scale (half size) 150 - 180 dpi
- 1:10 scale (1/10 actual size) 500 - 720 dpi

Being a raster-based program, text tends to lack clarity and sharpness. Our recommendation is to build a composite file by placing your raster images in a vector program containing your type and graphics. If this is not possible, you may need to build your file at a higher resolution than listed above.

If possible, submit a layered version of your file to aide in any necessary color correction.

FILE DELIVERY ●●●●

These are the methods you can use to get your digital files to us:

SALES

Give any necessary discs and prints to your sales person

E-MAIL

You can e-mail your files to us (as long as the entire e-mail does not exceed 8mb). Please contact your sales person for the correct e-mail address for your project.

FTP

In some instances, you can FTP your file to our server. Specific applications supporting the File Transfer Protocol are necessary to complete this method. Please contact your sales person for any additional information.

SHIPPING

When shipping CD's, please be sure to use a padded envelope and soft cases. CD jewel cases tend to break during shipping and can damage your disc, making it unreadable. Ship all artwork to your salespersons attention.

Transport Graphics, Inc.
1401 E. Trafficway
Springfield, MO 65802

CHECK LIST ●●●●

- CONTACT INFORMATION
 - company name
 - contact person
 - phone number
 - third party client (for billing information)

- DOCUMENT HARD COPY (for each file being produced)
 - File name
 - graphic size
 - program created in / file format
 - scale used (if applicable)

- DISK OR CD
 - includes all parent files
 - includes all linked images