

# Guide to Supplying Artwork

## File Formats Accepted

### Adobe Creative Cloud

#### Illustrator CC :

.ai  
.eps  
.pdf  
*CMYK workspace, Pantone Coated PMS spot colors reference, fonts converted to outlines or you will need to supply the fonts used in document for editing, with all external links **not** embedded. (but supplied within the document folder).*

#### Photoshop CC

.psd  
.psb  
.eps  
.tif  
.jpg  
*Layered files, actual finished size at 100 PPI. You may choose to use scale factors:*

- 1/2 size at 200 PPI
- 1/4 size at 400 PPI
- 1/8 size at 800 PPI
- 1/10 size at 1000 PPI
- 1/20 size at 2000 PPI

#### Corel Draw X2

.cdr  
.cmx

### Supplying Native Files and Compression

When supplying native files please ensure all elements of the document including all linked images, and fonts are in one folder and compress the file folder using WinZip or Stuff-it before sending.

.zip  
.7zip  
.7z  
.rar  
Stuff-it .sit  
*Include a hard copy or hi-res flattened raster image of your artwork for reference with any detailed instructions. Include a contact name, email address, and telephone number in case we need to contact you.*

### Supplying EPS Files

Any other file formats not listed above must be saved as .eps. If there are any changes to the job, you may have to amend and re-submit the artwork as we may be unable to change it. Ensure your files have bleed and crop marks and confirm the final size of the artwork and supply a hard copy for reference. Artwork should be supplied at the correct finished size. If this is not possible, please inform us to allow time for amending the artwork. All graphics and photos should be CMYK.

**Resolution for all offset and digital printing:** CMYK and grayscale images: at least 250 dpi for optimum output. Bitmap images: 1200 dpi.

**Resolution for all wide format printing (posters, banners, etc.):** CMYK and grayscale images: 150 dpi Bitmap images: 1200 dpi.

### Colors

Provide Pantone Matching System (PMS) color values if known. If you have any large black solid areas you will need to set that up as a built black. The values that we prefer for this are C = 50%, M = 30%, Y =50%, K= 100%. This will give you a rich black on all of our devices.

### Fonts

Include all fonts you have used in the file. While we have an extensive font collection, there is no guarantee the version you have used matches ours.

### Guide to uploading files

**Step 1:** A unique username and password must be set up in our system for clients to upload files. **If this is your first time uploading files and need a username and password, please contact your sales representative or email us at: [mail@admarkgraphics.com](mailto:mail@admarkgraphics.com)**

**Step 2:** Shortly after receiving your request we will send back a username and password for you to begin to upload files.

**Step 3:** To begin the upload process, click on this link - <http://www.admarkgraphics.com/file-upload/>  
Enter your username (email) and password that was provided.

**Step 5:** Fill out all fields and press-  
"Save Information and Begin Uploading"

### Sending Artwork

CD/DVD or USB memory can be sent to:

(US Postal Service mail)

Admark Graphic Systems Inc  
PO Box 2789  
Huntersville NC 28070

(UPS/Fed Ex shipping)

Admark Graphic Systems Inc  
9700 Metromont Ind Blvd  
Charlotte NC 28269