



Great. Big. Graphics.

Alpharetta

Checklist for preparing digital files

Please use this checklist when preparing your digital files. The following guidelines are designed to ensure efficiency and quality through the production process. Our goal is to avoid possible quality concerns, delays and art changes.

- To avoid font problems, all files **MUST** have text converted to outlines and or paths. This way you will not have to send fonts.
- To avoid confusion, **ONLY** send files needed to produce the job. i.e. print ready. Do not add any registration marks or color bars- we will add the necessary marks in house.
- Specify Pantone (PMS) colors to ensure accurate color matching. When PMS colors are not available, proofs are strongly recommended to review colors.
- If possible, build files at full size. Include all files in **ONE** document if allowable. (i.e. 20 originals at 5"x15" should be on the same page to allow for faster set up - given it is vector art and output on the same material)
- If links are not embedded, please provide necessary links to open the file. **ALWAYS** flatten all layers in Photoshop - this will greatly reduce file size.
- If everything has been followed on this checklist, you can send our preferred file, an .AI or .EPS - we have the least amount of issues with this type of file. Pdf's work as well, but often have more issues. If you have a photo, tiff's and jpeg's work the best since it is a flattened file. i.e. no issues with transparencies, etc.

Files can be sent the following ways:
Website, CD, DVD, email.

Please direct all emails to OrdersAlpharetta@speedpro.com
or visit our website at SpeedProAlpharetta.com
and click the upload a file button on the home page.