



# General Artwork Requirements

## Thank you for choosing InView Graphics for your large format digital printing needs.

### Accepted File Types

- PREFERRED: High resolution PDF (high quality print) with embedded fonts and graphics.
- ACCEPTED: .eps, .tif, .ai, .jpg, .indd files.
- NOT ACCEPTED: .doc, .xls, .ppt, .pub files.

### Artwork & Resolution Requirements

- All photos and/or graphics placed within your art files must be at least 100 dpi in resolution at 100% scale. Please do not scale any placed photo or rasterized graphic more than 130% in your layout file to avoid print quality loss.
- Vector files such as those created in Adobe Illustrator can be reduced or enlarged to any size with no loss of quality or pixelation.
- Please include a 1/4 inch (.25") bleed on all layout documents.
- IMPORTANT: Please keep all essential text or graphics within the "safe area" of any print. This helps the retail graphic avoid information loss during the trimming, hemming, pocketing or grommeting process. Keeping info away from the edges also helps it avoid being covered by a frame if it is in a retail display fixture.

### Sending Files

- Files that are shipped as hard copy (on CD, DVD, etc.) should be accompanied by a color print.
- If you choose to send a file format other than PDF, be sure to send all the support files.
  - Include all linked graphics (eps, tiff, jpeg, etc.) and fonts (screen and printer, if applicable).
  - If possible, convert the fonts to outlines for best results.
- Any size files > Ship us a CD via USPS, FedEx, UPS, etc.

### Proofs

- Proofs are emailed as low resolution PDFs or medium resolution JPGs at no cost.
- If you require a printed proof, additional charges will apply.

### Delivery

- Please allow 3 to 5 business days for production (holiday seasons and end/beginning of months are the busiest).
- Let us know if you require a rush method of shipping: Next day, Second day, etc.
- Shipping labels are carefully addressed and media is packaged in carrier-approved shipping tubes or boxes.

### Design Services Offered

- If you do not have a designer to create your artwork, InView Graphics can design it for you. Contact us for a quote.



Questions?  
Call 423.664.3000  
email: [info@inviewgraphics.com](mailto:info@inviewgraphics.com)  
[www.inviewgraphics.com](http://www.inviewgraphics.com)