

## ACCEPTABLE PROGRAMS:

**Mac (preferred) or PC**

**TEMPLATE CAN BE OPENED THROUGH ILLUSTRATOR OR PLACED IN ANY OF THE FOLLOWING:**

- QuarkXPress 6.5
- Adobe Illustrator CS2 (**All fonts to outlines**)
- Adobe Photoshop CS2 (**4 Color Process ONLY**)
- Adobe Pagemaker 6.5
- InDesign CS2 (**All fonts to outlines**)

## FILE TRANSFER OPTIONS:

- Mail to our street address
- Email to : **art@cadlp.com** - Files to be 1MB or less
- FTP: For uploading large graphic files to our website.

## COPY ALL PARTS OF FILE:

- Document/Layout Files
  - Fonts (screen & printer)
  - Graphics (embedded, linked images, photos/scans, EPS files)
- Submit Lasers and PDF**

## DISK MEDIA:

- CD
- Memory Stick

**FTP INSTRUCTIONS:** Submit a PDF with your original artwork. All files should be put in one folder and zipped or stuffed. (You can download a trial version of Zip It or Stuff It.)

**GO TO: [www.cadlp.com](http://www.cadlp.com)** - Upper right hand corner is Online Services which leads you to File Upload. It will take you through the rest.

## PREFLIGHT CHECK LIST:

- Send current page layout file. (Include any Quark XTensions used.)
- Convert all type in Illustrator and InDesign to outlines.**
- Include printer & screen fonts. (DO NOT use TrueType fonts, styles or attributes)
- Page/Panel size should be correct for item ordered.
- Define all colors as Spot (PMS) or CMYK.
- Save graphic files in EPS or TIFF format.
- Image scan resolution should be 300 dpi for grayscale & CMYK images.  
(use 1200 dpi for bitmap & line art)
- Place all scans at 100% or smaller for best quality.
- Include embedded or linked images.
- All lines or rules should be at least 1 pt. for screen printing & 1.5 pt. for foil or deboss.
- INCLUDE BLEED (if necessary)
- Vinyl & Poly = 3/16" (.1875") - Turned Edge = 3/4" (.75")  
IF NO BLEED: Artwork should be at least 1/8" from all edges  
(Vinyl = should be at least 1/4" from edges)
- Artwork Should not be placed where rivets are indicated on template.
- PROOFREAD all your files.** (We are not responsible for errors in submitted files.)