

Guidelines for Adobe Illustrator

step 1 Scale Your Document

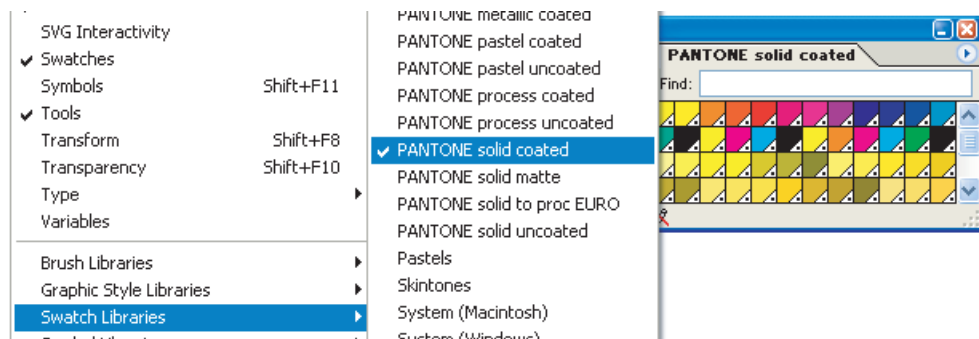
Adjust your document to the correct scale

1 inch = 1 foot

* For a 3ft x 8 ft banner, document should be set up 3 in x 8 in.



step 2 Input Color Information



step 3 Outline the Fonts

Select **All** > Go to **Type** > Select **Create Outlines**

*This step avoids problems of printing fonts

step 4 Saving the File

Select **Preference** > **General** > check box for **Scale strokes and Effects**

When saving files as placed images, save as linked file. **DO NOT** embed the placed file.

Save as Native Illustrator document (.ill)

*We accept files by email, CD, Zip or files can be uploaded in our FTP site.

step 5 Checklist

- > File is in correct scale 1 inch = 1 foot
- > Colors must be in CMYK format. Correct color input from the color chart, including black.
- > All text must be converted to outlines
- > When laying out the design, make sure graphics and text are not close to the edges due to hemming and gromets

Note: To avoid ant delay and any additional setup cost, please make sure that all of the above guidelines are met.