



## **File Preparation Guidelines**

### **Software**

- Illustrator CS5 or earlier
- Photoshop CS5 or earlier
- InDesign must be exported as pdf files

**Call to see if other formats are acceptable**

### **Resolution**

- For best results, raster images should be submitted at 150 dpi at full size. The minimum dpi is 72 dpi at full size.

### **Fonts**

- All fonts are to be converted to outlines.

### **File Setup**

- Files should be laid out at full size without bleeds or crop marks. When file dimensions exceed the limitations of the program, files can be submitted at a smaller proportionate size.
- All files are to be setup in CMYK.
- Files are to be submitted with PMS colors (Pantone Coated) when available.
- To minimize file size, all raster images should be cropped to the final viewable area in Photoshop before placement in other programs.
- A color proof is required when submitting files on disc. A low resolution pdf is required when submitting files through our ftp site.
- We accept CD's, DVD's and USB Thumb Drives for output.

\*FTP- files can also be uploaded to our ftp server at:

<ftp.v-stream.com>

Username: General

Password : graphics

Username and Password is case sensitive