



ART FILE PREPARATION GUIDE

Contact address to send file media:

SemaSys, Inc.
Attention: ART DEPARTMENT
130 NE 50th Street
Oklahoma City, OK 73105-1857
OR Call the Creative Manager – 1-800-654-8435

MEDIA

Send files on CD or DVD

Software Applications

SemaSys Design Department runs on a Macintosh platform. We also have the capacity to import and process PC documents. We accept files created for the following applications:

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Macromedia Freehand
- Quark Xpress

If you have any questions about format, software version, or file size, please contact us before you send your files.

File Preparation Instructions

To ensure proper output and prevent unnecessary additional costs or delays, please:

- Size files to actual size
- Add ¼" trim bleed
- Convert type to outlines OR provide any fonts used
- Save any Photoshop image files in CMYK
- DPI for Screen Print / Digital: Set any Photoshop files to a minimum of 200 resolution at actual size
- DPI for Litho Printing: Set any Photoshop files to a minimum of 300 resolution at actual size
- Include crop marks and die lines where relevant

Color

Please convert all color to CMYK or Spot or a combination of these two. When possible, include a color proof as a visual aid for production managers.

MEDIA TRANSFER

Files under 100mb should be stuffed or Zipped preferably in the native application along with a low resolution PDF as a reference.

For FTP file transfer information please contact SemaSys Design Department.

Files over 100mb send to SemaSys Design Department via Fed-Ex or UPS along with all support material.

Thank you,
SemaSys Design Department