



P.O. Box 1308 • 1634 W. Jackson St.
Painesville Twp., OH 44077

GUIDELINES FOR PRODUCING & SUPPLYING ELECTRONIC FILES

Please call, fax or email what your project is (please contact us before you start if you can).
What application program and version you plan on producing piece in.
Will final piece be 1 color, spot colors, process, etc.
We will gladly give you guidelines and helpful tips to producing your project.

PROGRAMS USED

(MAC based but are able to use most PC files)
Adobe Suite CS
InDesign, Illustrator, Photoshop, Acrobat (PDFs)
Quark 6
Microsoft Word, Excel, Publisher
(Prevailing rates apply if file manipulation is required)

WHAT WE NEED

When supplying Raw or Native files (program where the project was created in), remember to send any fonts and images used in your project. To ensure we get what we need, we recommend to “package” or “collect for output” your files. When supplying a PRINT ready PDF please include bleeds and select High Quality Print settings when creating your PDF.

DIGITAL & HARD COPY PROOFS

Proof will be supplied prior to printing.
Please review proof carefully as ProVision is not responsible once proof slip is signed and order is printed.
Digital proofs will be supplied prior to piece going to print. Hard copy high resolution proofs are available upon request.



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If it has ink or threads on it... we do it!

IMAGES

Make sure that you include .125 of any images or art you want to bleed off the trim size.

Images – 1 color

Create/Convert from RGB or CMYK / change images to black if you are able (bitmap or grayscale for photos)

Preferred formats for images:

tif - grayscale, save at 300 dpi and at actual size.

tif - bitmap at 1200 dpi and at actual size

eps - if possible save as an editable eps in Illustrator -

make sure image is one color

Image - 2 color

PMS colors used for project must be used in image file

Preferred file format - editable Illustrator ai or eps

Image - Process (full color)

Convert image from RGB to CMYK

Tif or eps formats work best

TIPS and TRICKS

When scanning photographs it is best to save them in either TIF or EPS format. You should scan your images using a 300 dpi resolution and use the actual final dimensions you intend to use when you lay out the project so that your colors will look smooth, and hard objects will look sharper. Don't scan at 300 dpi at a 1" x 1" size and then enlarge the picture by 200% in your layout program. Anytime you enlarge you lose resolution. When in doubt scan larger than smaller.

Never lift a picture from a website and then try to use it in a high quality brochure. Most images from websites are already compressed to 72 dpi and are also very small. They do this to minimize the loading time on a web page. This is fine for the web, where low quality is expected and usually all that is needed, but not for printed brochures. On a printing press, these kinds of pictures will look very blurry. Occasionally images can be manipulated, but is not recommended.