

We want your production files to achieve your print expectations. This list is to help you provide production files to Image Media in a format that will help us give you better service, faster turnaround and a finished print you'll be happy with.

BLEEDS

When building your production file please bleed backgrounds to ¼ inch over on all sides and add either crop marks or a stroke around bleed edge.

Banners: Please build a 1" bleed per side and add a stroke line along the bleed edge for seaming purposes.

File Prep Example 1: MOUNTED SIGNS

Sign Size: 24"(w) x 36"(h)
Layout with Bleed: 24.5"(w) x 36.5"(h)
Add stroke line or crop marks around

File Prep Example 2: BANNERS

Banner Size: 24"(w) x 36"(h)
Layout with Bleed: 26"(w) x 38"(h)
Add stroke line around bleed edge.

1/4" per side

Signs & Posters

← **Bleed:** 48.5"(w) x 24.5"(h)
← **Trim Size:** 48"(w) x 24"(h)

Include crop marks on corners or stroke line around bleed edge.

1" per side

Banners Only

← **Bleed:** 50"(w) x 26"(h)
← **Trim Size:** 48"(w) x 24"(h)

Include stroke line around bleed edge.

COLOR

Please convert all bitmaps and color platforms to CMYK. We charge a \$35.00 fee for pantone color matching. Additional charges may apply based on specific file(s) and project(s). If Pantone matching is required please specify all Pantones from the Pantone coated list.

FILE TYPES- An ideal file format would be...

EPS with fonts converted to outlines + all non vector based art work in CMYK format and at least 300 ppi.

PDF with fonts converted to outlines + all non vector based art work in CMYK format and at least 300 ppi.

Advanced PDF Note: The best PDF file type to send is PDF/X-3:2003 with high resolution transparency flattener.

In addition a low res PDF or JPG for proofing would be advised as well.

Other file types we can accept are:

- CDR (version 13 or earlier)
- EPS (Illustrator EPS saved as v.7.0)
- PDF
- TIFF (300ppi full size)
- Adobe CS3 (Photoshop, Illustrator, InDesign)

We **do not have** conversion properties for and are not able to read **MS Publisher** or **Quark Xpress** files.

We operate on a PC platform.

SENDING FILES

Email: Digital files under 15mb can be sent via e-mail to geoff@imagemediagx.com or david@imagemediagx.com

FTP: Please contact us for FTP uploading instructions for files under 300mb. Anything over 300mb should be sent on a CD or DVD.

Mail CD's or DVD's to:

Image Media
PO Box 6343
Portland, OR 97228



Design Time & File Prep: Any files that need adjustments for production purposes will be billed at \$1.00 per minute.

Any file prep questions please contact ...

Geoff Gillam at 503.214.4477 or geoff@imagemediagx.com
David Smith at 503.214.4492 or david@imagemediagx.com

