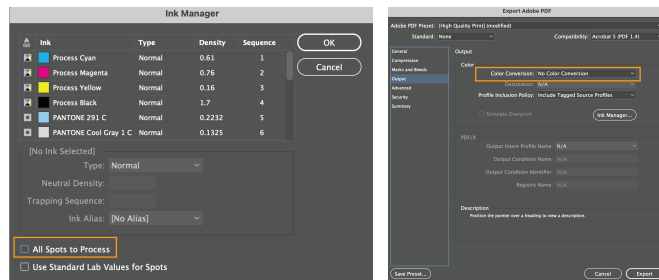


Acceptable File Formats

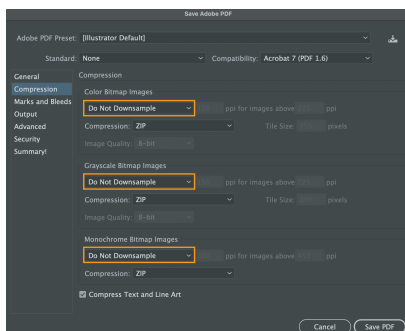
★ preferred



- Layered files and vector files are preferred
- If the artwork contains Pantone colours, please embed it in the artwork and provide the PMS number for colour matching
- When using Pantone colours in **InDesign**, under swatches menu > ink manager, make sure 'All Spots to Process' is unchecked, when exporting to pdf make sure colour conversion is off



- Package all images and fonts used in the artwork, in **InDesign** save under file > package and double check folder to ensure all items are included
- Do not compress pdf files
- When exporting a pdf from **Illustrator** set all compression settings to 'Do Not Downsample'



Bleed

Your artwork should include 1" bleed all around, unless otherwise specified

Fonts

Convert all text to outlines or supply fonts separately

Logos

Vector format preferred if possible, please supply any PMS colours used

Linked Images

Embed all linked images if file size allows and supply images used (linked images can be tiff, png or jpg)

Image Resolution

All photos and graphics must be at least 100 DPI at 100% scale, if your file is created at a smaller scale the DPI will be as follows:

- 50% scale= 200 DPI
- 25% scale= 400 DPI
- 10% scale= 1000 DPI

Colours

- Work on CMYK colour space (**ai / psd**)
- Embed any Pantone colours in artwork and provide the PMS numbers used
- DO NOT use transparency with spot colours because they will not output correctly

Sending Your Files

- If your file size is too large you may send via WeTransfer, Dropbox, Google Drive etc.

Any Other Questions?

- Contact your account manager or email us at info@unodigital.com