

# RAPS ARTWORK GUIDELINES



## FILE FORMATS

Please supply layouts as PDF, Illustrator (Ai), EPS, or TIFF. **When supplying PDF, please ensure All Printer's Marks are turned off**

## ARTWORK SIZE

Please supply artwork at 100% or 10% of the final output. If the file size has been scaled down, make sure it is noted in the file name.

## BLEED

Please ensure that the 1" bleeds are built-in the Artboard/Page Size. Bleeds are necessary for proper fitting and finishing of the order.

## IMAGES

Please embed images when supplying Illustrator (Ai), PDF or EPS. **Images should be supplied as CMYK at 100dpi at final output size, if the layout has been scaled down to 10%, images should be set up at 1000dpi.** Restricting the file size to 100dpi will allow for a very dynamic output and will minimize the file processing time, including download and upload of graphics as well as design, pre-press and printing. **When supplying PDF, please ensure images are not compressed.**

## FONTS

Please embed all fonts or convert to vector outlines.

## LOGOS & ILLUSTRATIONS

Supply all logos and illustrated graphics in a VECTOR format whenever possible.

## TRANSPARENCIES AND EFFECTS

Please flatten and rasterize all transparencies and effects such as Drop Shadows, Glow, Etc.

## PANTONE COLOURS

All Pantone Colours must be set to "Spot", not to "Process". The following Pantone Books we have on-site: **Pantone+ Solid (Coated & Uncoated), Pantone+ CMYK (Coated & Uncoated), and Pantone+ Color Bridge.** *If the Pantone reference is from a different book, please provide a swatch sample for matching.*