

Art Checklist for Rhino™ Graphic Panels

To avoid delays or additional charges, please:

- A. Provide a color accurate printed proof, sample, or the appropriate Pantone® colors. **If no color matching information is provided, we will match to our monitor.**
- B. Include any photos or other art that you need us to scan.
- C. If providing final output files, provide ALL layout and support files, including:
 1. The final output file in **Adobe Illustrator version CS2 (12) or earlier** (.ai or .eps).
The following formats are also acceptable: **Encapsulated PostScript** (.eps), **Adobe InDesign version CS2 (4) or earlier** (.indd), **CorelDRAW version X3 (13) or earlier** (.cdr), **QuarkXPress version 6.5 or earlier** (.qxd) format (may require extra processing time), **Photoshop version CS2 (9) or earlier** (.psd or .tif). You may also export from your program of choice as PDF, but the PDF must be 100% of finished size and 150 dpi resolution (for best results, select all of the 'Do Not Downsample' options).
 2. ALL supporting files:
 - a. Any logos or other vector art. All vector art should be CMYK, and left in Adobe Illustrator format or saved as Encapsulated PostScript (.eps). **Logos sent in TIFF or other raster formats (including Photoshop EPS) may need to be re-created, resulting in additional art charges.**
 - b. All photos or other raster images. Resolution for raster images needs to be AT LEAST 100 dpi at 100% size. NO WEB IMAGES. For best results, images should be saved as CMYK TIFF files (.tif) or Photoshop (.psd) files. You can use LZW compression to reduce file size. **Note that any pieces that need extensive corrections may result in additional art charges.**
 - c. Copies of all fonts, or outline all of your text in your final output file.
- D. Submit via FTP (ours or yours), CD (R or RW), or DVD (-R or +R). For best FTP results, compress all of your files into a Stuffit (.sit, .sitx), RAR (.rar), or ZIP (.zip, .gz) file. Files smaller than 4MB can be emailed.
- E. Save all files with color management off. **Embedded color profiles may create unpredictable results.**

Software notes:

CorelDRAW users: Please note that many of DRAW's specialty tools create effects that are only usable within DRAW itself, and do not translate well or at all to printer formats (most of the tools in the "Artistic Media" palette, for example). Using these tools may result in extra processing time.

QuarkXPress users: If you are designing at less than 100% size, please zoom in and check that your elements line up properly. Unnoticeable misalignments at screen size are significant misalignments at the printed size.

Jpeg files: remember, **Jpeg format will degrade the quality of an image each time the image is saved**, and is **not recommended**. For best results, always save as .tif or Photoshop (.psd) format.

Freehand users: Freehand files and Illustrator files are no longer interchangeable. Please save your files as Encapsulated PostScript (.eps) unless you are using a pre-Studio MX version of Freehand.

If you have questions not covered in this document, please call: 303-282-6695