


Please read the following art spec sheet carefully before designing artwork. The spec sheet is specifically made to help designers build accurate artwork according to our specs. **If the artwork is created incorrectly, additional charges may apply.**

Accepted File Formats:

Ai Illustrator files should always be saved as .ai.

Ps Photoshop files should always be saved as .eps. We will only accept .psd's if there are layers with specific Pantone Colours (PMS). All other layers should be merged.

ID InDesign files are accepted.

 **Quark Xpress files are not accepted.**

Critical Information:

- Review art dimensions and safe areas before creating artwork
- Create artwork at 100% at 100 dpi
- Colour mode should always be in RGB

Ai In Illustrator:

- Link all images and do not embed (all linked files should be supplied in an "images" folder)
- All images should already be scaled, rotated and cropped before linking them to Illustrator
- Mask all elements that are hanging off the Illustrator document
- Do not use the transparency or gradient mesh tools
- Pantone Colours (PMS) should only be "on", if specified in artwork

Ps In Photoshop:

- View artwork and pictures at 100% for any hidden flaws
- Save all pictures as .eps and set preview at **macintosh 8 bit pixel** and **encoding to jpeg maximum quality**
- Submit all artwork without bleeds and crop marks
- All fonts should be rasterized or outlined
- Place all your files into a folder (.zip or .sit file) with company name and current date (*ex: skylineottawa-MMDD*)

FTP Information:

Host: ftp://64.26.129.168

User ID: cmitche1l

Password: design

Do not use web browsers to upload as they do not have the capabilities.

Please use an ftp client:

PC: http://www.coreftp.com Mac: http://www.rbrowser.com/rb_download.html