

Instructions for files for Courtenay Little Theatre

★ Important - Please Flatten your files! ★

THINGS TO INCLUDE IN YOUR EMAIL:

- Paper posters are usually 52" X 60" please specify what size you require yours to be.
- Corroplast MUST BE 32" X 48", to fit the outdoor frames in Courtenay, indicate your size.
- Specify if you want grommets in the corners of the paper posters.
- Indicate what date you need it produced by.
- Indicate who it is to be billed to, to whom specifically it is to the attention of.
- Indicate to whom the "shipment" is to the attention of.
- Indicate if we are to ship it out, on an account, or if we need to ship it on our account and charge for that.
- If it is to go to CO-OP in Comox it is shipped by DHL Acct # is 3G6690, so PLEASE include this with the email.
- PLEASE include the above details when you provide the files, so it is all on one email.
- We produce these at a discounted price, so if we have to fix the files, or chase down above details there is an added charge for that service.

FILE PREPARATION INSTRUCTIONS:

1.) Scale: Make sure you are working to scale. If you want the sign 2 ft X 3 ft then work at half scale if possible such as 1ft X 1.5 ft. Don't create something really tall, and expect it will print out to something really long. You need to work in the proper reduced scale for your final required size to fit properly.

2) Bleed: make sure all of your critical design elements such as text & logos are at least ½" in from the edge of your file, because we will need to trim the print, so please give us some breathing room.

3) Fonts: Turn all fonts to "vectors", "curves" or "outlines". Cheaper software programs such as MS Publisher will usually do this upon creating a pdf.

4) File Types: Generally, save all files as .eps or Adobe Acrobat pdf, version 5 or 6. For an image only jpeg or tiff works very well. Adobe Acrobat Professional can make a great pdf and by simply "printing" to it, and several other software makers have free or time limited versions of software that will create a pdf.

5) Name The File: "yourcompanyname.eps" & send it with a small jpeg so we can use it for reference. Try to keep total file size to less than 50 megs. Over 9 megs use our ftp site. If you are uploading to your own ftp site, or a free file upload service please remember to indicate where on your site it is, or provide a link. Uploading to our site, remember to send us an email once it has completed uploading, we do not check the site for new files, unless instructed to.

6) Strokes: Please convert all strokes to outlines, if your software allows this function.

7) Drop shadows: Select the drop shadow, and convert it to a bitmap. Drop shadows do not convert well to our RIP software.

8) Exporting Check: After you have exported, import back in your file to make sure it has exported properly. A hard drive with errors, corrupt export dlls, corrupt program files, can all cause Export errors & oddities of a perfect original file. So always import back in & check.

9) Minimum dpi: Working at 150 dpi in Photoshop at ½ or ¼ scale is just fine. It will still print at the resolution we RIP at, most often this is 720 dpi. 300 dpi is in nearly all cases overkill, and results in bloated files.