

Sign Source is a company that prides itself on high quality finished products and competitive pricing. The following File Set up Guidelines are provided to you to help ensure that your finished product will meet your quality demands and also help you avoid extra artwork charges.

If you want to send us a file via e-mail keep in mind that large files will take a long time to upload and download. Please try to keep e-mailed files to 20 Megs or less. Files can be e-mailed to TomS@Sign-Source.com.

Make Sure that the files are proportional to the final size. If you are submitting files on a disk or via e-mail please make sure that the dimensions of the file are proportional to the requested size of the final print. For instance, if the requested final image size of your print is to be 4' x 8' the file should be set up with an aspect ratio of 2:1 such as 24" x 48". If the file you submit on disk is not proportional to the final output keep in mind that you may be charged additional artwork fees and that your image may need to be cropped. Also take into consideration that the maximum QuarkXPress can output a file to is 400%.

All fonts should be included. Be sure to double check and make sure that you have included all of the fonts in the document. Also check to make sure that there are no embedded fonts (fonts that are embedded within placed images in a Quark document.)

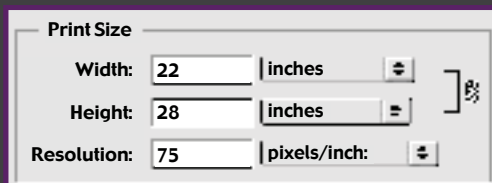
Sign Source can accept Files set up in the following programs:

- QuarkXPress 7.0 or earlier
- Adobe Illustrator CS4 v14.0 or earlier
- Adobe Photoshop CS4 v11.0 or earlier
- Adobe InDesign CS4 v6.0 or earlier
- Corel Draw 14.0 (X4) or earlier

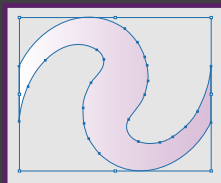
If you have a file set up in a program other than those listed or a file format that you are unsure of, please contact Tom Schommer for assistance (952)908-9111 or e-mail us at TomS@Sign-Source.com. We will try to work with other program files for an additional charge of \$65/hour.

If you are submitting a file via disk, Sign Source can accept files on the following media types:

- 3.5 floppy
- Iomega 100mb Zip Disks
- CD Rom, CDR/CDRW & DVDs



Detail of Photoshop Print Size Window



Vector Graphic Detail



Bitmap or Raster Graphic Detail

If your print contains a photographic or raster based image make sure that the dimensions of the file are set to the actual size of the print and that your resolution is set to minimum of 75ppi. For example If you are using Adobe Photoshop and you select "Image Size" under the "Image" menu it should look like this if your sign is 22"x28" (see above image). If you are setting up your files at 1/2 or 1/4 the size of the intended output you will need to increase the image resolution to ensure image quality. All Raster images should be saved as either CMYK TIFF or CMYK EPS files.

The only images that should be scanned are photographs - all logos, artwork, and text should be in vector format (lines, curves & points). For example, if you scan your logo from a business card and enlarge it up, it will look very fuzzy. If however, you scan your logo, trace it with a program like Adobe Illustrator, save it as an EPS file and bring it into QuarkXPress, it will look clean and crisp no matter what size you enlarge it to. Be sure to include PMS color information wherever necessary, including all placed logos and graphics. All printers will output CMYK information differently, setting PMS colors will help to ensure consistent color output.

Sign Source file set-up guidelines are also available online at: www.sign-source.com/filesetup.html