



# Application Notes

## File Preparation and Material Submission Guidelines

This guide outlines the basic requirements for file and material submission. Following these instructions will help ensure quality and prevent unnecessary delays.

### File Preparation

When preparing sample files for standard materials, please note the material sizes below:

#### Standard Material Sizes

Sheet materials:

Rigid sheets are 48" x 48" (121cm x 121cm)

- Styrene (.030 translucent & opaque)
- Coroplast
- DiBond
- Sintra
- Gatorboard
- PETG & Lexan

Rolled materials:

- Banner vinyl—72" (182cm), 125" (317cm), 196" (497cm)
- Fabric—72" (182cm), 125" (317cm), 196" (497cm)
- Pressure Sensitive Adhesive Vinyl—60" (152cm)
- Styrene (.020 opaque)—60" (152cm)

*Please refer to Customer Supplied Materials and Substrates Requirements below for more information.*

### Software

The Prepress Department uses Mac-based graphics software:

- Photoshop CS2
- Illustrator CS2
- InDesign CS2
- Quark 7

Please follow the program guidelines below when submitting files saved in their native format (ex: .qxd, .indd, .psd, .ai)

For all other programs, high resolution EPS raster files (images), EPS vector files (Freehand, CorelDraw), and high-resolution PDF files (see PDF Instructions) are acceptable. Creating a PostScript file (.ps) using the ColorBurst PPD (see PS instructions) is also acceptable.

Please note, however, that PostScript (.ps) files and most PDF files *cannot be edited. These files will be output as submitted.*

*For files intended for white ink printing, please refer to White Ink Preparation. For samples intended to be iCut afterwards, please refer to iCut Instructions.*

### File Preparation

When preparing sample files for standard materials, please note the material sizes below:



**Illustrator CS2 (for .ai or .eps file formats):**

- Include all embedded/placed/linked graphics on disc.
- Convert all fonts to outlines.
- If applicable, use Pantone spot color designations when color matching is critical.

OR

- Export file as a PDF (see PDF Instructions).
- Post-script the file using the ColorBurst PPD (see PS Instructions).

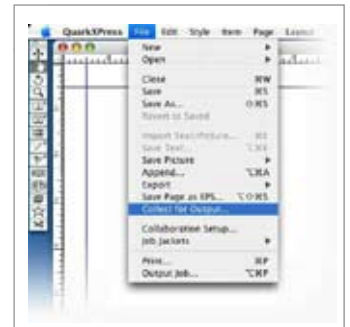


**Quark 7:**

- For native Quark files, use the Collect for Output command under the File menu.

OR

- Export file as a PDF (see PDF instructions).
- Post-script the file using the ColorBurst PPD (see PS instructions).





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## InDesign CS2:

- For native InDesign files, use the Package command under the File menu.
- OR
- Export file as a PDF (see PDF instructions).
- Post-script the file using the ColorBurst PPD (see PS instructions).

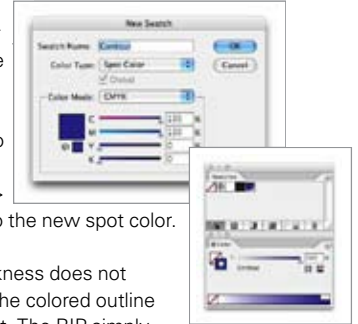


## iCut Instructions:



### For Illustrator CS2:

- Create a new spot color using any color value and name it "Cut" (for cutting simple shapes like circles or squares) or "Contour" (for cutting more detailed shapes).
- Make a contour path or shape around the object to indicate the cut line.
- Set the fill color to <none> and set the outline color to the new spot color.



Stroke thickness does not matter, as the colored outline will not print. The RIP simply uses the color information to generate the iCut file.



## Photoshop CS2:

- For best image quality, follow the guidelines below:

### Printer resolution

360	540	600	1080
72 dpi	100 dpi	120 dpi	200 dpi

### Target resolution (dpi) at final print dimensions

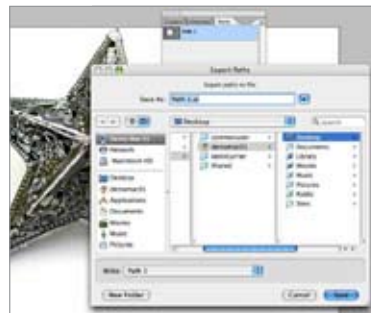
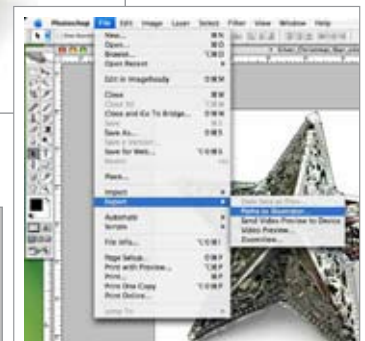
- Acceptable file formats: Photoshop, Photoshop EPS, high-resolution JPEG, PICT file, BMP and TIFF.
- Uncheck Embed Color Profile box if applicable.



Paths created in Photoshop can be exported out of Photoshop and saved as an Illustrator .ai file (see below). The file can then be opened and copied directly into another Illustrator file and used as a Cut or Contour file as described above. Or, the file can be used independently to cut finished printed material by opening and saving the file as an Illustrator 10 file.



How to export a Photoshop path as an Illustrator .ai file.





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## For Photoshop CS2:

- Create a path with the Path tool to indicate the cut line.

- Save the path and name it either "Cut" (for cutting simple shapes like circles or squares) or "Contour" (for cutting more detailed shapes).



## How to Submit Final Files

Files can be burned to a CD or DVD, or uploaded to the FTP site. Reduced-size proof printouts from a desktop printer (color or BW) are helpful. If files are to be printed on multiple substrates, please note on the proof printouts which file is to be printed on which substrate. Customer-supplied substrates should also be clearly marked with the material name. Final print sizes of the files (if they differ from actual size) should also be noted. Color critical samples require a target color sample proof submitted with the materials.

To upload files to the FTP server:  
FTP address: <ftp://www.vuteksupport.com>  
User name: ftpguest  
Login: vutekFTP

Scroll down and find the "Samples" folder. Open this folder and create a clearly-named customer folder to upload the files to. Depending on the collective size of the files, uploading may take several minutes or more.

## Customer Supplied Materials and Substrates Requirements

Following these instructions will help ensure the safe arrival of materials and will provide enough material to effectively produce the printed samples.

### Rolled Substrates:

- Must be wound evenly and straight on a 3" (7.62cm) core.
- Minimum of 45 feet (15 meters).
- Edges must be damage-free.
- For large files over 20 feet (6 meters) in length, please provide a full roll of material.

### Rolled Textile:

- Ensure all edges are trimmed, clean and not frayed.
- Edges must lay flat when rolled out to minimize a potential headstrike.
- For dye-sub printing, ALL material must be 100% polyester—no blends will be accepted.

- For UV-printed mesh or flag material, please provide a paperbacked product only\*.

*\*note that tighter-weaved textile products yield better results when UV printed.*

*Package material appropriately to protect the roll during shipping. The ends of the roll are the most vulnerable to sustaining damage during transit.*

### Rigid/Flat Material:

- Maximum thickness is 2" (5.08cm).
- Provide clear PETG or polycarbonate materials for UV printing—acrylic and plexiglass will not be accepted.
- For double-sided printing, minimum material thickness is .03".
- For materials .02" or thinner, please provide material on a roll whenever possible.
- Paper products, (i.e. cardboard, cardstock, double coated or non-coated) are preferable over single coated products. Larger sheet sizes >40" minimizes vacuum bed losses and may not require supplemental holddown.
- Metal sheets must be completely flat and have smooth, undamaged edges.
- Edges must lay flat to minimize a potential headstrike.
- Small sheets less than 12" in size may be subject to mounting prior to printing.
- Paper that is warped due to high heat humidity/improper storage is not suitable for flatbed printing and may not be used.

Packaging is very important, as materials must remain flat and arrive undamaged. Edges and corners must be heavily protected. Damaged sheets may be cut down or rejected if found to be unsuitable for printing. It is important to note that FedEx shipping restrictions limit sheet sizes to a maximum length and width of 48" (121cm). Larger sheet sizes require surface freight shipping, which will increase turnaround time and expense.



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## PDF Instructions:

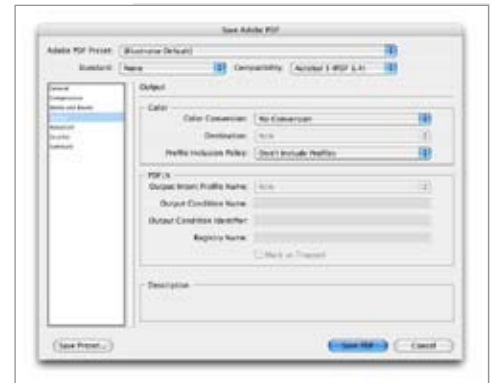
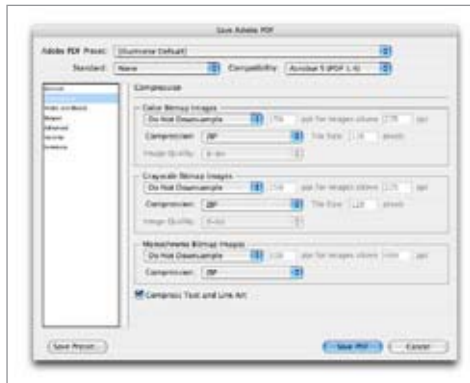
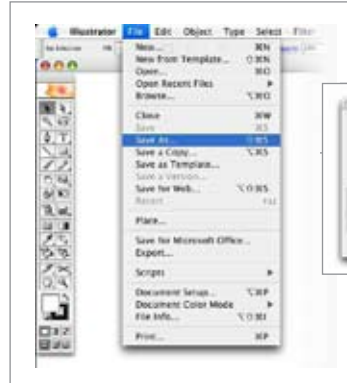


### Illustrator CS2:

- Choose File > Save As.
- In the dialog window, choose Adobe PDF from the Format pull-down menu.

- In the Save Adobe PDF window, the Adobe PDF Preset should be [Illustrator Default].
- Double-check the compression and color settings (see below).
- Click Save.

The new settings can be saved by clicking the Save Preset button in the lower left corner.

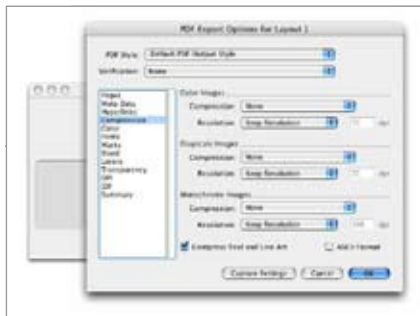
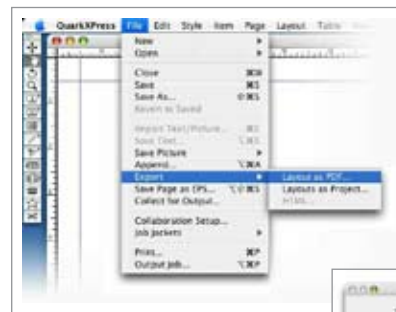


High resolution PDF settings.



### Quark 7:

- Choose File > Export > Layout as PDF.
- In the Export as PDF dialog window, click the Options button.
- Double-check the Compression settings.
- Click OK, then click Save.





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## InDesign CS2:

- Choose File > Export and click Save.
- In the dialog window, double-check the compression and color settings (see below).
- Click Export.



High resolution PDF settings.



Superwide Format Solutions

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 Meredith, NH 03253  
 603-279-4635  
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