

Million Advertising & Silk Screen Pte Ltd

F104-HOW TO PREPARE PRINT-READY FILES FOR INDUSTRIAL GROUP

ACCEPTABLE FILE FORMATS

- ILLUSTRATOR** (Format: .AI .EPS)
 - Include ALL placed images or embed them in your file
 - Include ALL fonts convert to outlines (if no text editing is required)
- ACROBAT** (Format: .PDF)
 - Embed ALL images and convert fonts to outlines before exporting (if no text editing is required)
 - Export with **PRESS QUALITY** settings
 - Save as Adobe Acrobat 7 or lower
 - Set image export to 300dpi

NOTE:
If text editing is needed,

 - Do not embed fonts in PDF.
 - Avoid saving text images in JPG format. JPG file format does not contain texts like PDF format.
- AUTOCAD** (Format: .DWG .DXF)
 - Save as version 2020 or lower
- CORELDRAW** (Format: .CDR)
 - Include ALL fonts convert to outlines (if no text editing is required)
 - Save as version X5 or lower
- PHOTOSHOP** (Format: .PSD .TIF .EPS .JPG .PNG)
 - Include ALL fonts convert to outlines (if no text editing is required)
- MS WORD** (Format: .DOC)
- MS POWERPOINT** (Format: .PPT)

UNACCEPTABLE NATIVE FILES & FILE FORMATS

1. **QUARKXPRESS** (Format: .QXD)
2. **MS PUBLISHER** (Format: .PUB)
3. **MS EXCEL** (Format: .XLS)
4. **STEP**
5. **STP**
6. **STL**
7. **3DS**
8. **IGES**

NOTES

A. PREFERRED FORMAT

1. ILLUSTRATOR VECTOR FILES are the preferred format for graphics and allow the most flexibility for sizing files without loss of quality.

B. IMAGE RESOLUTION

1. .JPG .BMP .GIF are formats typically formatted for web graphics.
2. These can only be accepted if the resolution is as noted below.
The photo resolution MUST be a minimum of 700dpi at 25% scale for high end printing and a minimum of 300dpi at 25% scale for banner printing.
3. All images and scans must be supplied or embedded in file.

C. COLOUR MATCHING & COLOUR MODE

1. Use Pantone Coated colors in the Color critical files and be specified at time of upload so that the closest match is achievable.
2. Set the color mode to CMYK.
3. To achieve the richest black, set the CMYK values to C=100, M=100, Y=100, K=100

D. DIGITAL PHOTOGRAPHY

1. For digital photos, the settings must be set at 5MB and above.
2. Photos under 5MB typically do not work for large format output. If it is a small digital file, DO NOT open the photo in a photo editing program and change the resolution (dpi) to make the photo larger. There is no way to ADD resolution to a photo already taken. Please retake the photo.

E. GRAPHIC EDITING

1. In the event that a print-ready file that meets all of the listed criteria is not available, graphic design assistance is available for an additional cost.
2. Contact us today for an estimate to be provided on a per job basis.

Tel: 6292-0083 OR

Email: milliongraphic@gmail.com

Selected articles for Reading:

MA2: [Tips for creating beautiful and effective design that makes the most of spot colors.](#)

