

Company Information

Address: 840 Saw Mill Run Blvd., 2nd Floor, Pittsburgh, PA 15220

Phone Number: 412-381-3220

Fax Number: 412-488-9979

Website: www.nimlok-pittsburgh.com

Facebook: www.facebook.com/nimlokpittsburgh

Office Hours: Monday-Friday 8:00am - 5:00pm

Graphics Dept Hours: Monday-Friday 8:00am - 4:30pm

Exhibit Consultants

Bill Averman - baverman@nimlok-pittsburgh.com

Jason Maenz - jmaenz@nimlok-pittsburgh.com

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ILLUSTRATOR GUIDELINE & REQUIREMENTS

FILE TYPES & RESOLUTION -

- Ai or EPS files are acceptable
- PDF files are not preferred, but in a pinch can be submitted
- Supply all linked or placed files as individual files, DO NOT embed images
- All linked images should have the resolution set at a minimum of 150 dpi @ 100% or 300 dpi @ 50%

COLOR INFORMATION -

- Always save your file as an AI or EPS and in CMYK color mode
- All colors that need to be color matched should be supplied as Pantone Solid Coated only
 - **APPLY ALL PANTONE COLORS TO THE ARTWORK** and note colors required in an email
 - If any color or alignment needs to match existing graphics we will need a sample and/or the original graphic for matching.
- If no Pantone Solid Coated colors or print sample are provided, we can not guarantee the most accurate color output - unexpected results may occur
- All photos and PhotoShop artwork used in the design should be CMYK
 - Grayscale, Duotone or Monotone modes, etc are not accepted

OTHER IMPORTANT FILE SUBMISSION DETAILS -

- **ALL TYPE/TEXT NEEDS TO BE CONVERTED TO OUTLINES OR VECTOR STYLE ARTWORK**
- Do not include crop marks in the files
- Each graphic should be its own file or noted with guidelines if it is a large mural image
 - Multiple artboards or layers within a file, should not be used to submit multiple graphics
 - Drop shadows, opacities and gaussian blurs produce the best results when designed in PhotoShop and are placed into an Illustrator document
- All placed items (even vector artwork) must be provided, we recommend using copy/paste to place these items (especially logos), to avoid linking issues
- Please add only the requested bleed to the artwork
- Please crop/mask the artwork and reduce the artboard to the bleed size
- Set the artboard size to the size of the bleed requirements, rather than using the bleed feature, it is not designed for large format artwork and can cause a few artwork quirks

Please Submit Artwork Files In Illustrator & PhotoShop ONLY
(Lastest Version of Creative Cloud or Earlier)

PHOTOSHOP GUIDELINE & REQUIREMENTS

FILE TYPES & RESOLUTION -

- We prefer a layered PSD or TIFF file, saved in CMYK color mode
- Flattened PSD files are acceptable, however we will be unable to make any edits or do color matching
- In some cases a high resolution JPG may be acceptable (evaluated on a project basis)
- Final resolution of any and all files must be a minimum of 120-150 dpi at full size
 - 240-300 dpi at 1/2 size or 480-400 dpi and 1/4 size are preferred

COLOR INFORMATION -

- All files should be provided in CMYK Color Mode & 8 Bits/Channel - Image Mode
- Grayscale, Duotone or Monotone modes, etc. are not accepted
- Only Pantone Solid Coated colors are accepted for color matching
- Apply Pantone colors to the file, note the color in the layer name and in an email
- Smart Objects should be used for items that need to be color matched (such as logos)
 - Pantone Solid Coated colors should be applied to the original vector artwork
- We cannot guarantee color matching for gradients used

OTHER IMPORTANT FILE SUBMISSION DETAILS -

- Delete all templates within the finished artwork
- Please crop/mask the artwork and reduce the artboard to the bleed size
- Please note that using smart objects and large numbers of bounding boxes greatly increase your file size
- When possible provide a low resolution pdf for content verification

Please Submit Artwork Files In Illustrator & PhotoShop ONLY
(Lastest Version of Creative Cloud or Earlier)

FORMATS NOT ACCEPTED

- InDesign
- QuarkXpress
- Freehand
- Corel Draw
- Pagemaker
- Publisher
- Any Microsoft Programs:
(Word, Excel, Powerpoint, Etc.)
- CAD Files

If you need assistance in converting a file from one of the above formats to an accepted format please contact the graphics department and we will try to assist you in doing so.

OTHER RESOURCES AVAILABLE UPON REQUEST: *(not included in this pdf)*

- File Size Reduction Tips and Tricks PDF
- Color Accuracy and Matching Informational Resource PDF

Please Contact Nimlok With Any Questions
412-381-3220

Pre-Submission Check List

File Structure/Format:

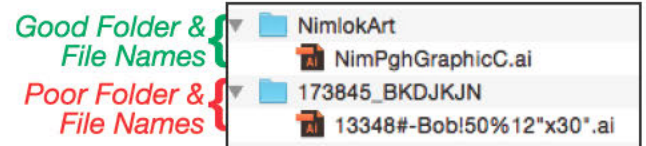
- Templates have been followed (require bleed has been included) * Please only add bleed required. *
- Templates have been removed from the artwork
 - > Artwork should be cropped/masked to the bleed size prior to submission
 - > No crop marks should be included in the artwork, if need be use guides
- ALL FONTS SHOULD BE CONVERTED TO OUTLINES**
- File size is reduced as far as possible without losing resolution
(Please use: Full Scale at 120-150 DPI, 1/2 at 240-300 DPI or 1/4 at 480 DPI scale when possible)
- Standard file sizes should not exceed 1GB uncompressed/ Approximately 500 MB compressed
 - > We have file size reduction tips available if needed.
- Linked or placed files have been provided (please do not embed images) - ***NOT FOR PHOTOSHOP FILES***
- All elements in the design have been checked for resolution, alignment, clean edges, stray points, etc
* We recommend zooming in at 100% of the output size and reviewing every section of the graphic
- Please do not provide multiple pieces of artwork on separate layers or artboards within a document
(ie. artwork for three banners, should be submitted at three separate files, not layers or artboards)

File Color Requirements:

- PANTONE SOLID COATED COLORS SHOULD BE APPLIED TO THE ARTWORK AND NOTED**
 - > We only color match to Pantone Solid Coated colors
 - > PhotoShop elements to be color matched should have the Pantone Color Noted in the layer name
Only color blocks or Smart Objects can be color matched
- Color samples should be provided, if possible, if we are matching existing graphic

File Management/Submission:

- File and folder names are simple, short and do not contain characters other than the alphabet, numbers and underscores. If working with a project with names assigned to the panels (A, B, C....) please include those in your filenames.



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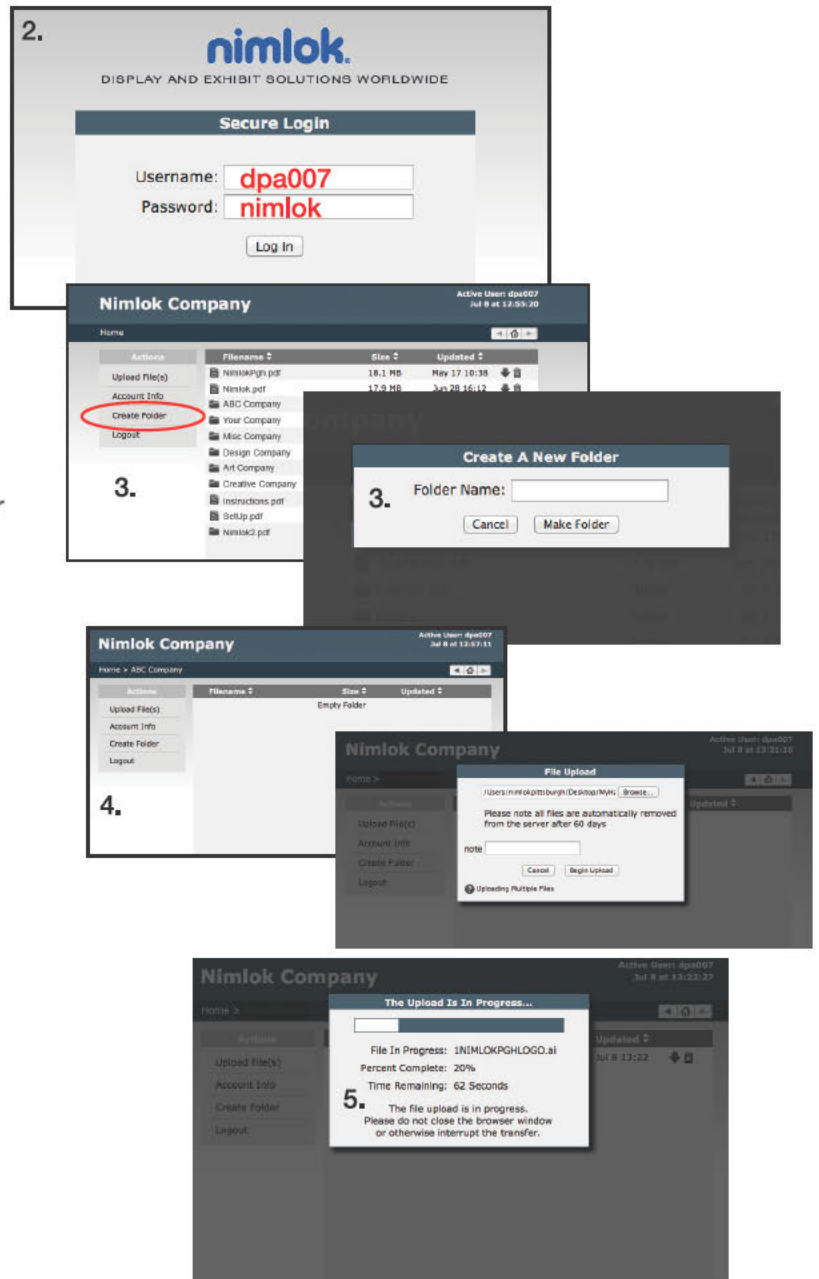
FTP FILE SUBMISSION INFORMATION

FTP GUIDELINES:

- Files should be compressed using Stuffit or WinZip
- File names should be short, simple and do not contain symbols
- Files should not be sent “oversized”
- If files are over 500 MB please contact us prior to upload

HOW TO UPLOAD:

1. Go to www.nimlokdesigners.com
2. Log-In
Username: dpa007
Password: nimlok
3. This window will open
 - Select “Create Folder” from the menu
 - Name the folder your company name or the end client’s name
4. Your folder will be in the main directory
 - Open your folder
 - Choose “Upload File(s)”
 - Select your file to upload
5. A status window will open showing the upload progress
 - Do not close this window until the upload is complete



**** Make sure you do not add a “c” to Nimlok in either the web address or password ****

We are able to retrieve your artwork from your FTP or preferred file transfer software with the login and location information or artwork links.