

# 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:

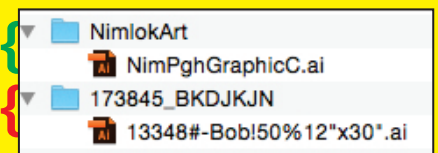
- PANTONE SOLID COATED COLORS SHOULD BE APPLIED TO THE ARTWORK AND NOTED**
  - > We only color match to Pantone Solid Coated colors
  - > PhotoShop elements to be color matched should have the Pantone Color Noted in the layer name  
Only color blocks or Smart Objects can be color matched
- Color samples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

Good Folder & File Names

Poor Folder & File Names



**Please Contact Our Graphics Coordinator - Meghan Hoover With Any Questions:  
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