

# Art Submission Guidelines

## We use these programs for art preparation

### Illustrator:

- Send files as vector in .ai or .eps format
- Files may be saved in PDF format. Be sure to check the “Preserve Illustrator Editing Capabilities” box.
- All text must be converted to outlines. If not, provide all fonts that are in your file.
- All art elements must be embedded into the art file or send all linked files in one folder.
- Do not save Photoshop files as .ai or .eps.

### Photoshop:

- Minimum resolution of 100dpi @100% required
- For digital output:
  - 360 x 360 requires 90dpi
  - 720 x 720 requires 180dpi
  - 1440 x 1440 requires 360dpi
- Save as either .tif or .pdf

## Important Notes:

- Microsoft Office documents are not usable for production or digital output. They are suitable for viewing art and text only.
- Digital print files must be sent with Pantone color specifications. Refer to Photoshop specs for DPI requirements.
- Files for cut letters, logos, etching, and engraving must be in vector format.
- Depending on the process and product, high resolution bitmap files (.bmp, .png, .jpg, .tiff) may be usable for production purposes. Green Mountain Graphics will confirm upon receipt.
- All art files are reviewed prior to production. If your file requires additional work to make production-ready, you will be contacted and advised of any additional charges.