



- Minimum font size is 6 pt.
- Minimum line or stroke width is 1/2 point.
- Keep all text at least 1/8" away from edges.
- Artwork should either be 300 dpi to 600 dpi in resolution or vector based.
- An 1/8" bleed is required for all images and colors you wish to have bleed off the page
- When submitting artwork on disk, it is necessary to provide Diversified Systems with a color composite or mock-up and separations.

# Design Specifications

## Providing Art to DSGI

- All graphic design work is performed on Apple Power Macintosh Computers.
- We support the following software only:
  - Adobe Illustrator CS2, Macromedia Freehand 10.0, Quark Express 6.5, Adobe InDesign CS2, Adobe Photoshop CS2, and Adobe Pagemaker 6.5**
- We accept Zip 100, and Jaz 1GB, as well as 3.5" floppy disks and CD or DVD media.
- To submit your art electronically please visit [upload.dsgi.com](http://upload.dsgi.com) and fill out the submission form.
- All fonts, for both screen and printer, and all linked images, must be included with your files. We suggest you use only Adobe Type 1 and compatible fonts. We cannot guarantee the results of a project using True Type fonts since most imagesetters cannot process True Type fonts.
- All scanned color images should be saved as CMYK TIFFs 300 DPI. If you provide us with RGB images, be aware that as we convert them into the necessary CMYK format, some color shifting will occur. Extra charges may apply if we need to convert RGB images to CMYK format.
- Scanned grayscale and line art images should be saved as 300 DPI TIFFs.
- **Black and white laser separations and a color proof of your project *MUST BE INCLUDED* with art supplied on disc**
- **A pdf representation of your file *MUST BE INCLUDED* with art supplied electronically**

### **Important**

**Do not send JPG, GIF, or any other type of compressed web ready art.**

**Do not send electronic art that has been pre-separated (i.e. a separate file for Cyan and Black plates).**

**Do not send art created in a program which is not listed above.**

**Artwork that is not provided in the recommended format or program may delay your job. Additional charges may apply if Diversified personnel are required to modify your artwork.**

# Graphics Checklist

THIS GRAPHICS CHECKLIST MUST BE COMPLETED AND RETURNED WITH YOUR GRAPHICS. AN INCOMPLETE CHECKLIST MAY ADD ADDITIONAL COST AND DELAY TO YOUR PROJECT. IF THERE IS ANYTHING YOU DO NOT UNDERSTAND OR FEEL DOES NOT PERTAIN TO YOUR PROJECT PLEASE DO NOT HESITATE TO CALL YOUR DIVERSIFIED SYSTEMS SALES REPRESENTATIVE AT (425) 947-1500 OR (800) 255-3142.

Customer Name: \_\_\_\_\_ Project Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Sales Representative \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Designer: \_\_\_\_\_ Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Program which artwork has been submitted in: \_\_\_\_\_

## Action . . .

## Confirmed!

- Are your disks clearly labeled?
- Did you supply the artwork in the correct dimensions?
- Have you backed up the files you've submitted? (*DSGI is not responsible for maintaining your artwork*)
- Does your design denote PMS colors if applicable for the disc screen print?
- Did you leave your layers intact with any templates removeable?
- Did you save your color images as TIFF/CMYK? (for pixel based art)
- Have you supplied all native and imported files on your disk in a folder called "Source Files"?
- Have you supplied all screen and printer fonts relating to your project in a folder called " Fonts"?
- Did you include bleed (1/8") where appropriate? (paper printing only)
- Did you keep your text within 1/8" of your live image? (paper printing only)
- Did you make sure your artwork/photos are 300 DPI? (higher is not necessary)
- If you incorporated crop marks and registration marks, are they colored as "registration"?
- Did you delete all blank pages from your final files?
- Did you include a color composite of your files?
- Did you include laser separations of your files?

NOTES: \_\_\_\_\_

**We (the customer) have indicated all information needed to process and complete the project above. Subsequent to the \$25 disk review, if additional time is needed to correct items not checked by the customer, that time will be billed at \$80.00 per hour (\$40.00 minimum repair charge).**

Customer's Signature: X \_\_\_\_\_ Date submitted: \_\_\_\_\_