

# Artwork Requirements

Whether sending artwork from a PC or Macintosh environment;

Please send files in one of the following formats:

- 1.) .PDF (\*Recommended File Format)
- 2.) Encapsulated PostScript (.eps)
- 3.) Adobe Illustrator (.ai) (CS6 or earlier versions)
- 4.) InDesign (.indd) (CS6 or earlier versions)

\*PDF files should be included with all artwork submitted to Material Promotions.

**Step 1:** (Note: Final banner dimensions are for example purposes only.  
Pocket and side bleed dimensions are the same regardless of final size.)



## 1.) Create Artboard:

Start your artboard at the final size of your print with **no bleeds**.

(E.g. If your final banner size will be 30"x60" set your artboard size to 30"x60".)

For your convenience, after we have analyzed your artwork and made any necessary changes we will send you an art approval form for your review.

## Step 2:



### 2.) Enlarge Artboard:

- For 3.5" pockets, add 4" to the top and 4" to the bottom of your artboard (Note: do not scale the art to these dimensions)

- Side hems: Add 1.5" to the left and right side of your artboard.

(E.g. If your final banner size will be 30" x 60" your artboard size will be 33" x 68".)

### Step 3:



#### 3.) Add mirrors Hem:

- Top: Duplicate art and rotate 180 degrees, align the bottom of the art to the top.

- Bottom: Duplicate art and rotate 180 degrees, align the top of the art to the bottom.

- Left Side Hem: Duplicate art and move to the left of the banner. Align the two. (No rotating)

- Right Side Hem: Duplicate art and move to the right of the banner. Align the two. (No rotating)

## Step 4:



### 3.) Add mirrors Hem:

- Top: Duplicate art and rotate 180 degrees, align the bottom of the art to the top.
- Bottom: Duplicate art and rotate 180 degrees, align the top of the art to the bottom.
- Left Side Hem: Duplicate art and move to the left of the banner. Align the two. (No rotating)
- Right Side Hem: Duplicate art and move to the right of the banner. Align the two. (No rotating)

File Types: PDF, PSD, TIF, EPS, AI, JPG  
Artboard Size: Actual Size in Inches  
Resolution: 150dpi (300dpi 1/2 sign size)  
Color Space: RGB  
Text: Convert to Outlines, if possible  
Layers: Flatten to a Background Layer  
Compression: Zip files if necessary