



## ***Digital Artwork Requirements***

IMS's Graphics department is a Macintosh work group. We do support some PC platforms but, contact us before sending your PC files.

Sending digital files requires **3 basic components. *Files, Fonts, and Linked Graphics.***

**Files:** InDesign, Photoshop, Illustrator, Quark Express are supported, these programs are professional grade software packages. Microsoft Publisher and Word are not supported. The optimum way to create print ready files is to develop your layout within Quark or InDesign and import your graphics from Photoshop, Illustrator, etc...

Within both InDesign and Quark you can "**collect for output**", this will automatically grab all necessary files that you have included in your file and create a transfer file for you.

**Fonts:** IMS has the concert series of fonts from Adobe. But we can't possibly have every font available. So to prevent font issues, it's best to send both screen fonts and printer fonts with your digital file.

*NOTE: If you have to transfer fonts separately, you must compress them first before uploading.*

**Linked Graphics:** These art files can be **.eps, .tif, and .jpg** files. For accurate printing the following are some basic formatting and resolution requirements:

### **Additional Graphics information**

**Vector art** - needs to be at least 1200 dpi

**Raster art** - Explaining the difference between dpi and ppi could take days to explain. Here are some basic tips to follow for consistently good print results. (Scans or Digital Photos) need to be 300 dpi, or 180 ppi or 1600 x 1200 pixels (based on a 8.8" x 6.6" image). When using your digital camera make sure your settings are on High or Large. Also, your digital photos need to be converted to CMYK or Process Color. If working in Photoshop, go to Image>Mode>CMYK. When printing off-set, raster images need to be either Grayscale (black and white) or CMYK in order to print accurately.

**Templates** - When working in Photoshop, remember to remove your template before flattening your artwork to send to IMS. Once your raster art has been flattened we cannot remove the template.

### **Transferring your files**

**Media:** You can ship your digital files to us on CD and DVD. [IMS 1300 Altura Rd. Ft. Mill, SC 29708](#)

**Uploading your media:** You can transfer your files to us via our web based FTP site <http://files.iccanet.com/login.aspx>

**Contact your CSR for user ID and password.**

*Please do not send your files via email. IMS's email is limited to 2 megabytes of information.*