



Established 1945

DELTA PRESS INC
GRAPHIC FINISHERS

ART FILE GUIDELINES

We compiled the following guidelines to improve communication and familiarize you with our terminology and services. We also want to prevent delays in and problems during the production of your order. With the improvements in digital technology, we process files electronically and import them directly into programs that manipulate your files into formats that we use to make the dies. We prefer these guidelines based on our history with digital files. We do not exclude other file formats and encourage you to contact us to help with the formatting of your files or to discuss alternative ways to ensure the success of your project.

Subject	DIECUTTING	FOIL STAMPING AND EMBOSsing
Platforms	PC and Mcintosh	PC and Mcintosh
File Format	Please save files at 100% scale as vector line artwork and indicate right reading using the following Adobe Illustrator 8 or less (.ai) Encapsulated Postscript (.eps) Standard AutoCAD drawing format (.dwg) Drawing Exchange Format (.dxf)	Please save files at 100% scale as vector line artwork and indicate right reading using the following Adobe Illustrator CS or less (.ai) Encapsulated Postscript (.eps) Quark – if you send Quark files, please include all fonts, TIFFs, EPS and other image files.
Other File Formats (ranked from most preferred to least)	.EPS,.AI,.PS,.PDF(100% Black), .TIFF,.PCX,.BMP,.JPEG	.EPS,.AI,.PS,.PDF(100% Black), .TIFF,.PCX,.BMP,.JPEG
Print Related Information	This is not needed and can sometimes make it more difficult to work with your file. Please remove all print related information including any color information, masks and screens.	This is not needed and can sometimes make it more difficult to work with your file. Please remove all print related information including any color information, masks and screens.
Hidden or embedded elements or layers	This information can cause errors in the die making process. Please remove all hidden or embedded elements or layers or combine them into one layer.	This information can cause errors in the die making process. Please remove all hidden or embedded elements or layers or combine them into one layer.
Instruction	Please send a separate file with written instructions that will guide us and eliminate confusion.	Please send a separate file with written instructions that will guide us and eliminate confusion.
Fonts		To produce lean crisp edges, please convert all fonts to outlines 100% Black. Do not exceed 1 point (.01”) of stroke or no stroke. Include the point size and font name. If image is not outlines, please include the fonts. Illustrator – you can use the create outline menu option for all fonts Quark – if you send Quark files, please include all fonts, TIFFs, EPS and other image files.
Resolution		All scanned artwork should be 100% black and white at 250 dpi minimum. We prefer 800 dpi.
Hard Copy Proofs	Please include with each file to help prevent any surprises.	Please include with each file to help prevent any surprises.
Size	Please include the exact size to the thousandth (e.g 5.125) of the final unfolded finished cut size.	Please include the exact size to the thousandth (e.g. 5.125) of the final unfolded finished cut size.
Marks and Bleeds	Include crop and fold marks using a hairline (0.1 pt) rule of uniform length and placement.	Include crop and fold marks using a hairline (0.1 pt) rule of uniform length and placement.
Send to	files@deltapressinc.com	files@deltapressinc.com
Compression	Please compress files with Stuffit or WinZip	Please compress files with Stuffit or WinZip
File Names	Please use 8 characters with the appropriate extension for the native program you are using to create the file.	Please use 8 characters with the appropriate extension for the native program you are using to create the file.
Media	3.5” floppy, ZIP, CD, DVD and E-mail	3.5” floppy, ZIP, CD, DVD and E-mail