

The Sharpe Group

Graphic File Submission Standards

The following are instructions and standards for submitting digital, pre-press files to The Sharpe Group. Questions regarding the content of this document should be directed to:

Jill Harvey
jill.harvey@sharpenet.com
901.680.5305

File types:

Universal file types such as .eps, .tif, and .jpg are usually accepted as well as Adobe CS3 files such as .psd, .ai, and .indd. Please contact us regarding any other types of submission.

Media:

We prefer files to be submitted on CD-ROM and/or via e-mail attachment.

Graphics:

For bitmap/pixel graphics, we prefer CMYK Photoshop .tif or .psd files.

Please refrain from submitting low-resolution files. Use the following for optimum resolutions at the intended size for that graphic:

Line-art	600-1200 dpi
Grayscale	300-600 dpi
RGB	300-600 dpi
CMYK	300-600 dpi

We recommend Adobe Illustrator files for all illustration/vector-based graphics.

Even if all fonts have been converted to outlines, please either include or supply a list of any fonts you may have used in case we have to edit these graphics. If these are not provided, we will attempt to match your fonts as closely as possible but cannot guarantee an exact match.

Original photos and line-art can be submitted for us to scan. They will be returned to you after use.

Please do not submit any graphics in MS Word, Excel, or Publisher.

These are not graphics programs and, though they may appear acceptable on-screen, they will not meet the standards of print.

Please compress or stuff any large files submitted by e-mail. Often files over 5 MB are too large to send as attachments. Our size limit for receiving files is 10 MB.

Layout:

Our program of choice is Adobe InDesign.

There are many ways to handle the layout of multi-page files. For documents longer than a single page or for questions on the set-up of spreads, page configuration, or layout, please contact us before sending.

Any documents that contain supporting (or linked) files must have those files included on your disk.

Please delete extraneous text at the end of placed copy rather than leaving it hidden at the end of text blocks.

To ensure accuracy, please include a hard copy print-out, or send a PDF of any file(s) for visual reference.

Fonts:

When collecting your work for submission, please use InDesign's package utility to ensure the correct fonts are included. Fonts in logos or similar graphics may be converted to outlines. Please send Mac-based fonts or universal font types.

Note: To ensure that no laws are violated regarding the illegal copying of software, we will make use of any and all submitted fonts only within the specific jobs to which they pertain and then remove said fonts from our system.

Inks and Trapping:

All bleeds should be at least .125" (one-eighth of an inch) beyond the edge of the page. PMS colors should be clearly marked. RGB colors will not print properly in 4/C process.

PDFs

Call for our standards when sending direct-to-press PDF files.

Contacting us:

We encourage you to contact us with any questions you may have. We look forward to working with you.