PIM
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ARTWORK GUIDELINES

ARTWORK REQUIREMENTS	
Sizes & Templates	Download the template for your desired size. Provide a layered file. Alternatively, save as two files: one with the screen and one without.
Accepted formats	**PDF** preferred, AI, EPS, PSD, TIFF, PNG or High Res JPG, ZIP also acceptable.
Embedded pictures	All Photos/Artwork should be embedded (not linked) and must be at least 300 dpi for best print quality.
Color mode	CMYK (artwork & pictures)
Fonts	**Important:** All text must be outlined or converted to shape.

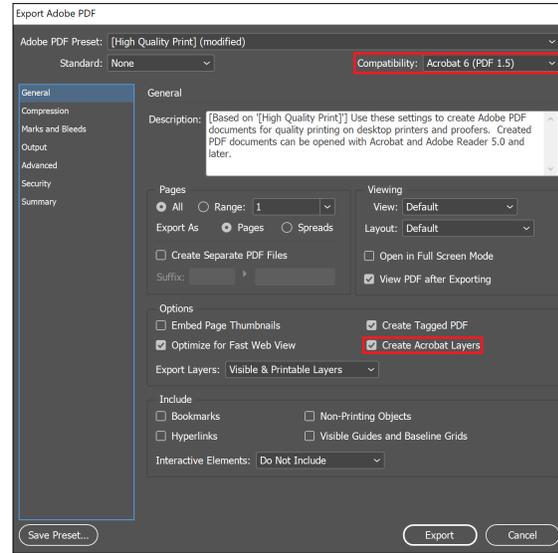| ARTWORK HOW TO	

Converting type to outline/shapes	**InDesign & Illustrator:**
	   Unlock all layers
	   Select all text in your document
	   Select "Type" in the menu bar
	   Select "Create Outlines" from that dropdown
	
	Photoshop:
	   Unlock all layers
	   Select all text in your document
	   Select "Type" in the menu bar
	   Select "Convert to shape" from that dropdown
	    *If you get a faux bold error, turn off faux bold and select a
	    bold version of that font instead

Flatten Transparencies	**InDesign:**
	   Unlock all layers
	   Select all
	   Edit>Transparency Flattner Presets>New
	     Raster/Vector Balance: 100 (Vectors)
	     Line Art and Text Resolution 300 ppi
	     Gradient and Mesh Resolutions 300 ppi
	     Check Convert All Text to Outlines
	     Check Convert All Strokes to Outlines
	     Nothing else should be checked, click OK.
	Illustrator:
	   Unlock all layers
	   Select all
	   Object>Flatten Transparency
	     Raster/Vector Balance: 100 (Vectors)
	     Line Art and Text Resolution 300 ppi
	     Gradient and Mesh Resolutions 300 ppi
	     Check Convert All Text to Outlines
	     Check Convert All Strokes to Outlines
	     Nothing else should be checked, click OK.

When your file(s) is (are) ready, please go to www.pimdisplay.com and follow the instructions to upload your files.

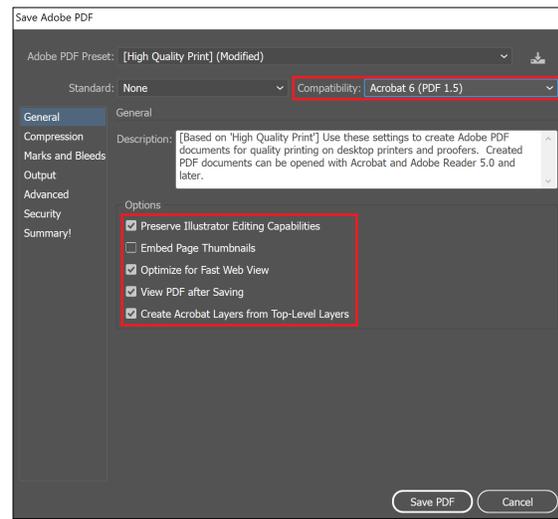Thank you for choosing PIM Display.

HOW TO SAVE AS PDF

InDesign	Hide "Artwork Guidelines" Layer Outline All Type Flatten All Transparencies File>Export>File Name: FirstnameLastname_BannersizeScreenSize **Example:** "JohnSmith_K13" Type: Adobe PDF (Print) Select "High Quality Print" Preset and follow:
Illustrator & Photoshop	Hide "Artwork Guidelines" Layer Outline All Type Flatten All Transparencies File>Save As>File Name: FirstnameLastname_BannersizeScreenSize **Example:** "JohnSmith_K13" Type: Adobe PDF / Photoshop PDF Select "High Quality Print" Preset and follow:

When your file(s) is (are) ready, please go to www.pimdisplay.com and follow the instructions to upload your files.

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