



ENGINEERING SUPPLY AND IMAGING

File Submittal Guidelines

Files may be submitted to ESC on CD, DVD, USB Flash Drive, please label discs and files. Files may be submitted by email to color@engineeringsupply.com, but must be kept under 50mbs. An FTP site is available for uploading larger files, please call ESC or RCR to set up a user name and password. Files may be submitted as PDF, TIF, JPEG, .PS, .EPS, and any of the Adobe CS-CS4 native file formats. Mac and PC files accepted.

General File Prep Guidelines

Engineering Supply does not design graphics or layouts, we can recommend a local graphic designer if needed.

1. Always allow sufficient bleed for trimming around your images or layouts if image extends to any edge. For example an 18"x24" image with bleed should be created at 18.125 x 24.125 (or .50), and will be trimmed down to 18"x24". Keep all text at least 1/4" inside of the trim line to avoid text being trimmed off.
2. All type must be converted to outline paths. If type is not converted to paths, please ensure all fonts are included. Missing fonts may delay project deadlines.
3. Supply only those files required for your job, including all linked and placed files. Flatten layers, and delete any extra files that will not be printed to avoid confusion. Flatten transparencies when possible.

It is recommended that a hardcopy proof be supplied to ESC or RCR to insure layout, placement and fonts, are printed correctly.

We cannot color match to a sample print created by another printer. With the many brands of printers and proprietary inks and medias on the market, it may not be possible to match those colors.

ESC can help you with file prep, call our print department with any questions.

**Engineering Supply & Imaging
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Monday - Friday 8am-5pm