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SUBMITTING FILES

What Software Does DGI-Invisuals Support?

We can work with almost any popular Mac graphics program and most PC graphics programs. The preferred programs to use are: *Quark*, *Photoshop*, *Illustrator* & *InDesign*. Files from office programs such as Microsoft Word and PowerPoint are difficult to work with and don't always output properly thus we advise against them. An additional charge may be incurred if we need to output from these files.

How Can I Submit Files for Production?

FTP

Files can be uploaded to our FTP site, when you do that it is imperative that you also email your Sales Support Representative informing them of the file name along with PDFs for content reference. See attached for how to upload to our FTP site.

Email

If your file is under 2mb, email the files directly to your Sales Support Representative. Be sure to include PDFs for content reference along with the files.

CD/DVD

You can always send a CD or DVD directly to your Sales Support Representative at our Burlington location. Always include laser print outs of your files for content as well as including the file names on the disc that you want us to print from.

FILE BASICS

PMS Colors

Always be sure to **call out PMS colors in your file** and notify your Sales Representative that a PMS match is required. Do not give us CMYK mixes.

Fonts and Links

Be sure you supply all links and fonts with your layout. We prefer that you convert text to outlines to ensure proper output. When you name colors in your file, be sure you name the files consistently in all layout and linked files.

File Specifics for Photographic Images

Placed Images

Be sure to include all placed images that are associated with your job, even if they are embedded.

Bitmap/Raster Images

We prefer all Bitmap or Raster images to be saved as RGB or CMYK Tiffs without LZW Compression with no embedded profiles attached to them.

PMS Matching in Photoshop

PMS colors selected in Photoshop are difficult to achieve; they can sometimes be edited to reproduce correctly on our output devices, but please speak with your Sales Support Representative if this is a requirement for your job.

File Specifics for Vector Images

Vector Files

Our preference is to have all vector images saved as Illustrator AI or EPS files.

PMS Matching Vector Files

Colors should be specified as PMS Coated Colors within print files. This is so that we have an understanding of the color you are trying to match. Our color management system is PMS based and will output more accurately if you set your files up in this manner.

Filters and Special Effects

Various filters, drop shadow and transparency effects offered in the most current versions of Illustrator, Freehand and InDesign, are not always supported by RIP software and therefore may not reproduce correctly. Be sure to notify your Sales Support Representative if you have used any of these techniques.

PDF Files

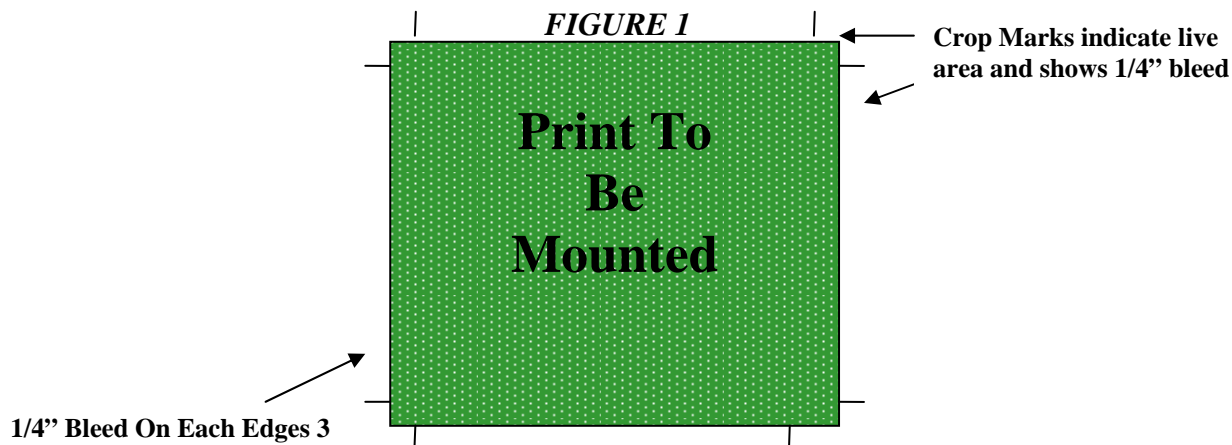
While PDFs are used extensively in the offset printing workflow, they do not function the same way in a large format digital workflow and are not the best file format for large format digital printing. The reason being there is very little we can do to color manage these documents. We recommend using PDF files for content reference only and not for final print files. While they may be easier for a client or designer to send to us, we advise you send the native files always.

BLEED

How Much Bleed Should I Add to My File?

Bleed is extra image or color that extends beyond the visual area of your graphic. It can be very important depending on how your end product is used. In conjunction with bleed we ask for crop marks to show us what you intend as your visual area.

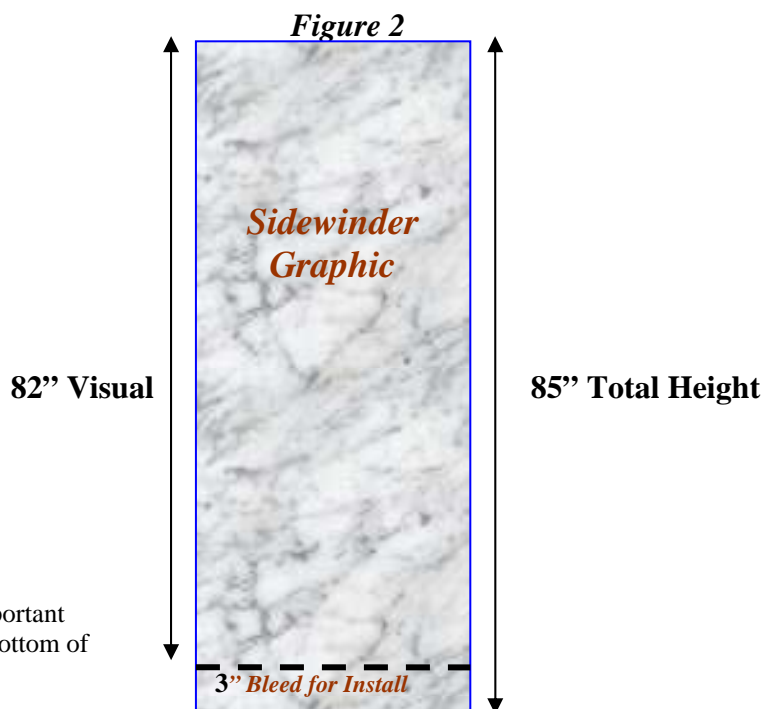
Mounted Prints: We require your document to have 1/4" of image/color bleed all around to facilitate the mounting process.
See Figure 1



Non-Mounted Prints, Trimmed To Image: No bleed is needed in this case, as we will trim right to your image.

Installed Wall Murals: If your end product will be installed/applied to a wall, or an existing structure we require 3" of bleed around the entire layout. This is needed for installation purposes as walls and structures are not always plumb.

Bleed for Sidewinder Display Units: These units require an extra 3" of bleed be built into the bottom portion of the file. Your graphic will have a visual of 82" but 3" extra inches is needed to insert graphic into the hardware. *See Figure 2*



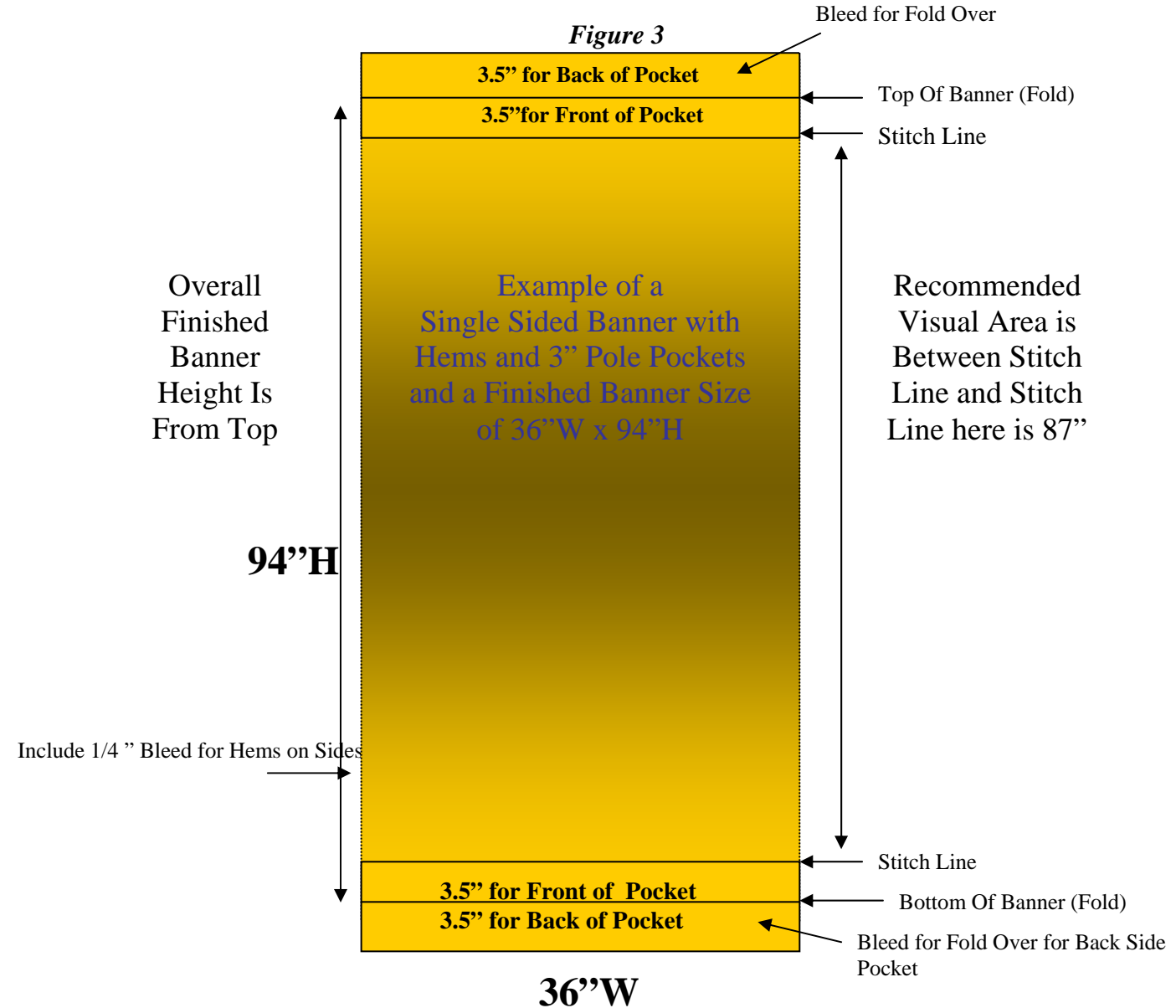
We advise that you keep text or important information at least 5" away from bottom of the visual line

*** See page 10 for additional types of bannerstands we offer and the proper bleed required.**
BANNER BLEED FOR POCKETS

How Should I Build The Bleed For Banner Pockets?

First you need to know what size pocket is needed. For a Display One Banner stand unit you need a 3” pocket on the top and bottom, 4” bottom pocket if you are using a Grabber Bar.

Single Sided Banners With Pole Pockets: You will need to adjust your artwork for pole pockets and hems. If you require a 3” pole pocket you must allow 3.5” of bleed for the pocket fold over and also measure down 3.5” from the top and /bottom of your banner to see where the stitch line will fall. You don’t want text or critical image to be hindered by the stitch line. *See Figure 3.* Call your Sales Support staff or Sales rep for clarification.



BANNER BLEED CONTINUED

Double Sided Vinyl Banners With Pole Pockets: These are printed on one piece of material so please take this into account when designing your banner. The top and bottom edges of the first side of your banner should be the same color as the second side, so the pocket fold over will match each other. *See figure 4.*

Banners with Hems and Grommets: Hems require bleed on the edges to fold over to other side. Again, with double sided banners, keep the color on the edges the same so when it folds over for the hem, it will match the reverse side. If you require grommets, please be sure no critical text falls within 2" of the edge or it risks being obstructed by the grommets. *See figure 5.*

Figure 4

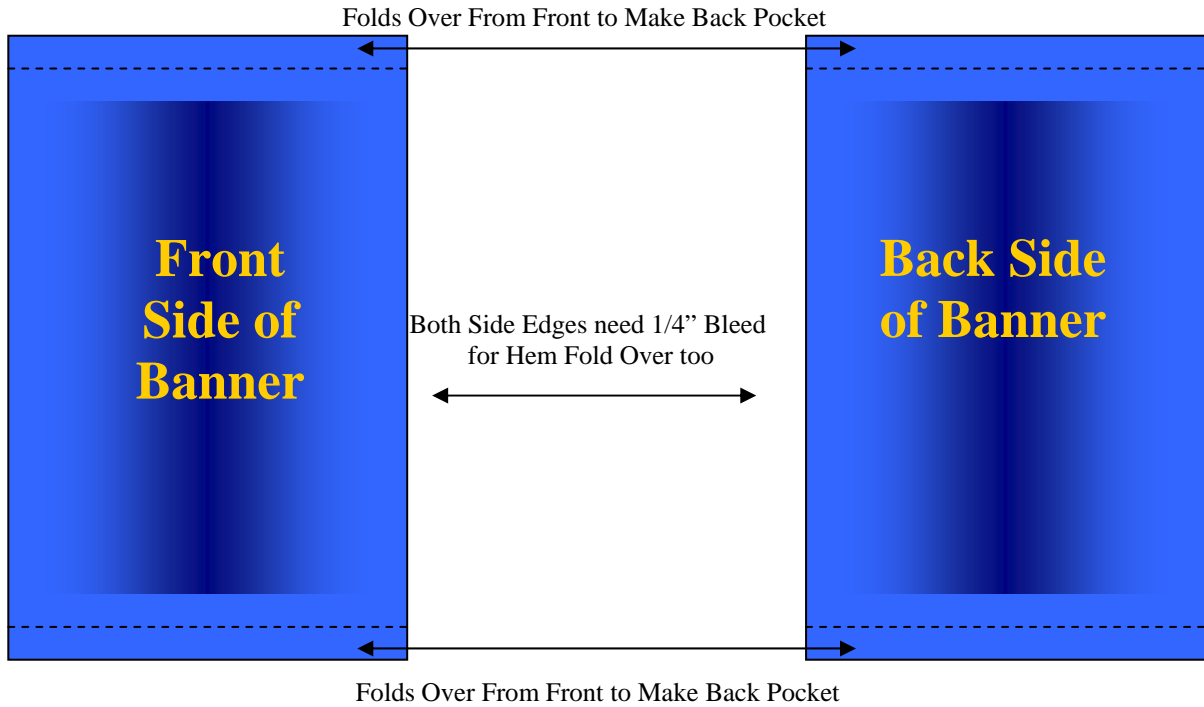
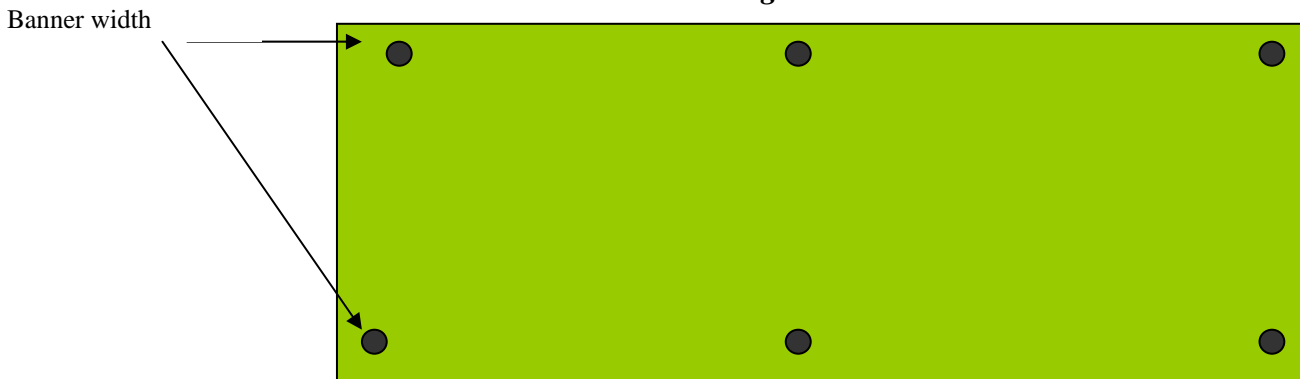


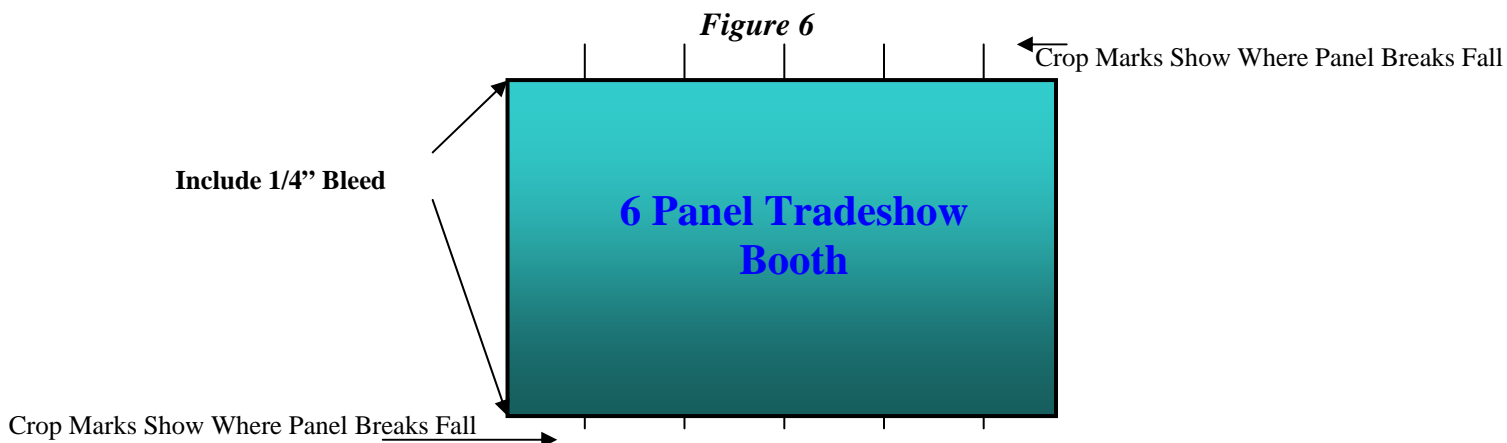
Figure 5



TRADESHOW BOOTHS AND MURALS

How Should Bleed And Tiling Be Set Up For A Tradeshow Booth?

Panel sizes are critical. If you are purchasing the booth from DGI-Invisuials, LLC obtain the dimensions of the panels from your Sales Representative or Sales Support Representative. Always add 1/4" of bleed around the outside of the layout. Add crop marks to where the panel breaks fall, *see figure 6*. If you have a booth and need help with sizing, contact your Sales Representative and they can assist you in measuring accurately. We always require the booth be provided to our finishing department for final fitting of graphics.



Should I Tile My Image?

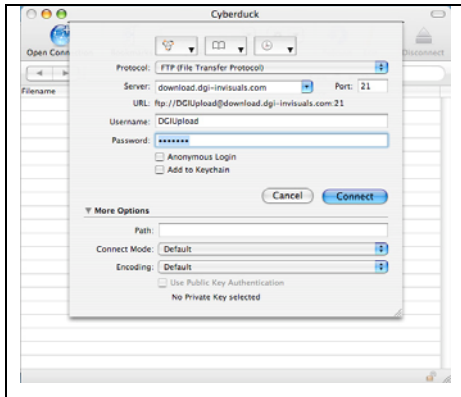
No, we request that you do not tile your files, rather leave your image in one layout. Add 3" of bleed all around it if it is a wall mural or 1/4" of bleed if it is for a tradeshow booth. Our system is set up to automatically create the necessary overlap needed for panel matching and seam matching on installation.

FTP INSTRUCTIONS (For sending files larger than 2MB)

Using a Mac or a PC with FTP client software

We recommend the freely available open source applications: [Cyberduck](#) for the Mac and [FileZilla](#) for the PC

Cyberduck: After you copy Cyberduck to your applications folder, launch the program



Click on **Open Connection** to show the dialog box pictured to the left

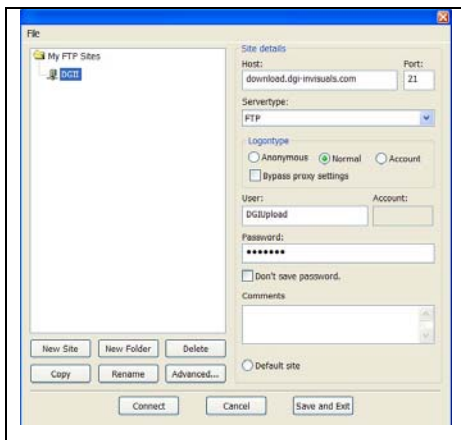
Please fill in the following information:

Protocol: FTP (File Transfer Protocol)
Server: download.dgi-invisuials.com
Port: 21
Username: DGIUpload
Password: DGI1703

Now Click Connect. You should be connected to our FTP.

To save a bookmark for easy access click the Bookmarks button while connected to our FTP, then click the + button at the bottom to save the bookmark. You can also click the third button in bookmarks (pencil) to edit the nickname.

FileZilla: After you install FileZilla, open the program



Under the *file* menu select **Site Manager** to open the window shown left

Now click the **New Site** button located at the bottom of the window, name this new connection DGII then look to the right hand side under Site Details and fill in the following information.

Host: download.dgi-invisuials.com
Port: 21
Server Type: FTP
Logon Type: Normal
User: DGIUpload
Password: DGI1703

Now Click Connect. You should be connected to our FTP site. Next time you use our FTP all the information you typed will be saved and you just need to choose DGII in the Site Manager window and click connect.

*** Do not use a web browser like Safari, Firefox & Internet Explorer to connect to our FTP, they will connect but will not upload files to our FTP, instead use a FTP Client like Fetch, Cyberduck, or FileZilla.**

****All files should be compressed using Stuffit or Winzip prior to FTP-ing to ensure a successful upload.**

*****Always notify your DGI-Invisuials contact when an FTP has been sent, including the name of the files sent, and send them a PDF whenever possible. Thank you.**

RESOLUTION, SCANNING AND IMAGE SPECIFICS

What Image Resolution Is Needed?

When we talk about resolution, it is always in relation to the final size of your print. Resolution for scans and other images is dependent upon what type of print you are ordering and what the viewing distance will be for the final product. If your print will be viewed from 2 feet or closer; you should use the highest resolution required for that printer. The further away you are from the image, the lower the resolution can be. For example, if you are printing a large vinyl banner that is going to be hung 20 feet above the ground, resolutions as low as 50 DPI are acceptable. Discuss the end use with your Sales Representative.

The general rule of thumb for resolution is as follows:

- **Lambda Prints**
200 DPI at final print size, although our RIP will interpolate your image at resolutions as low as 72 DPI at final size.
- **Vutek Flatbed**
100 to 150 DPI at final size
- **Adhesive and Banner Vinyls**
100 to 150 DPI at final size
- **Dye Sublimation Fabric**
100 to 150 DPI at final size
- **HP Inkjet**
100 –200 DPI at final size

How Should I Save My Scans?

Scans can be done in RGB or CMYK, although RGB has a large color gamut. Our color management system will convert the files to the correct color mode based your output device.

Can I Set My Files Up At ½ Size?

Layouts in programs such as Quark that do not allow you to make an image larger than 48” can be created at ½ or ¼ size. We will enlarge them at the printing stage. Keep in mind that the resolution guidelines above must be followed when enlarging your file. For example if you create your scan at 200 DPI and your layout is designed at ¼ scale, the enlarged scan will only be 50 DPI at final print size.

PROOFS

What Should I Expect From My Proofs?

Proofs are highly recommended for every order. Proofs are printed on the same device and material as your final project. We offer two types of proofs:

Full Magnification Strip Proof

This is a 24”x24” section of your file at it’s final size. This will show you exactly what the final will look like at full size.

Full Image Reduced Size Proof

This is your entire file printed at ¼ or ½ size, and it will show you your entire file, but will be a lot smaller that your final. Be aware that because the proof is a lot smaller the pixels are condensed making colors and resolution appear richer than the final print may look. The low cost of a proof will easily pay for itself if content or color problems are discovered.



CUT FILES FOR JOBS TO BE SILHOUETTE CUT

If DGI-Invisuials will be silhouette cutting your job using one of our routers, we will need a vector die line. A vector die line is the path in which with piece will be cut out. This should be done in a vector based program such as Illustrator or InDesign. DGI-I can create a die line for you, for a minimal fee. Speak with your Sales Representative about this.

CUT VINYL FILE SET UP

If we are producing a cut vinyl job for you there are a few things to consider. All files must be set up as vector illustrator files with the fonts converted to outline format. The smallest letters we can handle is 1/4". However, if a font is a serif font, we may have difficulty even at that size.

CLIENT FILE GUIDELINES



GUIDELINE FOR SPECIFIC BANNERSTANDS

DGI-Invisuials, LLC offers a variety of retractable bannerstands. Most retractable stands require material to be loaded into the base of the stand as part of the installation. We call this extra material bleed. It is not seen, it is needed at the bottom of the image, and it is necessary for installing the graphics into the stands/cartridges. Below are the most common stands we sell, and guides for how to set up your files for each stand.

The important things to remember are these stands have a visual height and a trim height.

Visual Height: is what is seen in the finished product

Trim Height: is the visual plus it includes the bleed necessary at the bottom of graphic to install the graphic into the stand properly.

Due to the tensioning of these stands sometimes the visual area may vary slightly by an inch or so, **so to avoid losing critical information keep any critical information at least 3" away from the bottom of the visual height.**

SIDEWINDER – Single and Double Sided Available

Widths vary:

23.625", 31.5", 39.375, 47.25"

Visual Height of your graphic should be 82"

Actual Trim size of the graphic is 85" (3" of bleed at bottom)

IMAGINE (Single Sided) and ADVANCE (Double Sided)

31.5" Wide

These have expandable heights that can vary between 29.53" to 83.85". This stand requires 12" of bleed, so determine the height you want for your finished stand, and add 12" of bleed to the bottom of the image to make your trim height. Be sure to inform your Sales Rep of the height you desire.

EXCALIBER (Double Sided)

31.5" Wide

These have expandable heights that can vary between 30.5" to 83.85". This stand requires 12" of bleed, so determine the height you want for your finished stand, and add 12" of bleed to the bottom of the image to make your trim height. Be sure to inform your Sales Rep of the height you desire.

CHALLENGER / CHALLENGER MEGA (Double Sided)

29.5" Wide / 35.5" Wide

Visual Height of your graphic should be 80"H

Actual Trim size of the graphic is 86" (6" bleed at bottom)

CONTENDER MINI / CONTENDER STD / CONTENDER MEGA

23.75" Wide / 29.75 Wide / 35.75 Wide

Visual Height of your graphic should be 78"H

Actual Trim size of the graphic is 84" (6" of bleed at bottom)

UNO MONSTER / UNO STANDARD/ UNO MEGA

48" Wide/31.5" Wide/36" Wide

Visual and Trim size are the same choose correct width and height is expandable from 35"-86"

FLASH

31.5" Wide

Visual Height of your graphic should be 79.5"

Actual Trim Size of the graphic is 85.5" (6" of bleed)

If you are supplying us with a custom banner stand not listed above, speak to your Sales Representative about the stand.