



## ART & FILE SUBMITTAL INSTRUCTIONS

### Acceptable File Formats

- Adobe CS - Illustrator, InDesign, Photoshop.
- Native files preferred, Hi-Res PDF's acceptable.
- Submit a final file for each unique layout (do not gang multiple panels on one panel layout.)

### Fonts

- Convert fonts in any linked/placed artwork to outlines or provide font package.

### Color Reference

- Pantone Solid Coated colors preferred for color reference.

### Panel Layout

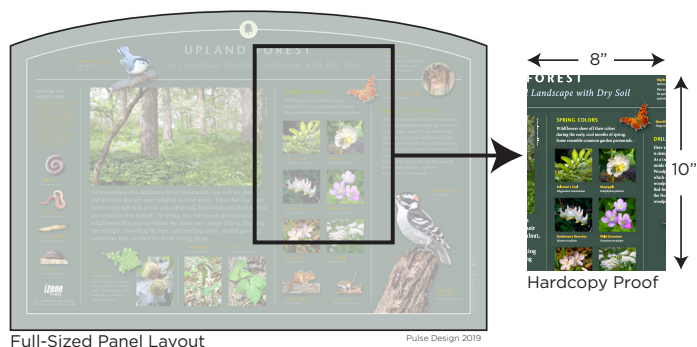
- **Bleed:** include a minimum of 0.25" bleed in panel artwork.
- **Edge Borders:** perimeter borders must have minimum of 0.25" width.
- **Live Area:** (text, photos, drops shadows, or any elements that are not intended to be bleeding off the sides) should be placed a minimum of 0.5" from finished edges.
- **Vector Outline and Hole Locations:** must be provided on a separate layer.
- **Placed Images:** don't forget to include any embedded scans, logos, etc. If links have fonts, make sure they are converted to outlines. Scanned Images need to be at 150 dpi minimum at full size.

### PDF Proofs

- PDF proofs of each unique panel layout are included with every iZone order.

### CHPL Color Samples

- CHPL Color Samples are 8" x 10" images cropped from full-sized panel layouts.
- Call out the 8" x 10" proof area on a printout or screenshot of the panel layout.
- Each color sample is pressed in 1/16" CHPL material and has the same finish as your final product.





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### File Submittal Package

- Shop Drawings: include drawings that will clarify any and all hole sizes and locations, special cuts, bevels, or relevant elevation/mural dimensions of the area.
- Include a low-resolution PDF of the file for proofing purposes.
- Create a folder and name it your iZone Imaging job number and project name. **Include in the folder:** ALL production files, links and fonts if they have not been converted to outlines.
- Zip/Stuff the folder into a compressed archive before uploading – **DO NOT** upload individual files.

### Upload Files to iZone

- Log in to the iZone Imaging FTP site by using the **Upload Files** link at the top of our home page.  
--> *User name:* **ftpuser**  
--> *Password:* **uploadme**
- Complete **ALL** fields listed on the form.
- You can either click on **Choose Files By Selecting** or just drag and drop your files into the box to attach files for upload.
- Once you have completed all of the fields and selected your files, click on **Begin Upload**.
- An automated notification is then generated by the system that sends an email to iZone Imaging but we highly recommend that you contact your Sales Representative/Sales Assistant to notify them that you have sent files using our FTP site.