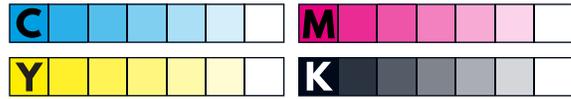


# SETTING UP YOUR DOCUMENT

Follow the guidelines in this section to get your files set up properly.



1

Please build one file per design. In the case of programs that support multiple pages only place one design per page.

2

All colors used in document must be specified as **CMYK**, not Spot colors. Files submitted in RGB will be converted to **CMYK** which may cause a color shift in the art.

3

Create your document to actual size.

4

Please remember to save a copy of your file with the type converted to outlines, paths or curves and send us this copy to prevent any font substitution problems.

5

Most programs allow the user to add an image to a file by linking or embedding. Embedded images are stored within the document itself, while linked files are not. Because of this, linked files can suddenly vanish when opened from a different computer. Embed all images to avoid losing them when files are submitted.

## FILE FORMATS

We support two main types of file formats: **Vector Art** and **Raster Art**.

If you're unsure of what type of art you have, check out the diagram below:

### VECTOR ART

- Can be scaled to any size while maintaining quality
- Preferred unless printing photos



### RASTER/BITMAP ART

- Made of pixels (tiny squares)
- When scaled larger, the image will look pixelated (fuzzy)



High resolution image  
300 dpi



Low resolution image  
25 dpi

# HEADER BAG DISPENSER

## SAMPLE TEMPLATE

### BLEEDS

Take all art to the edge of this area.

Consider the bleeds in a document the 'wiggle room' to make sure you don't have any white showing. This also helps account for any minor shifting that may occur during the printing process.

### TRIM SIZE

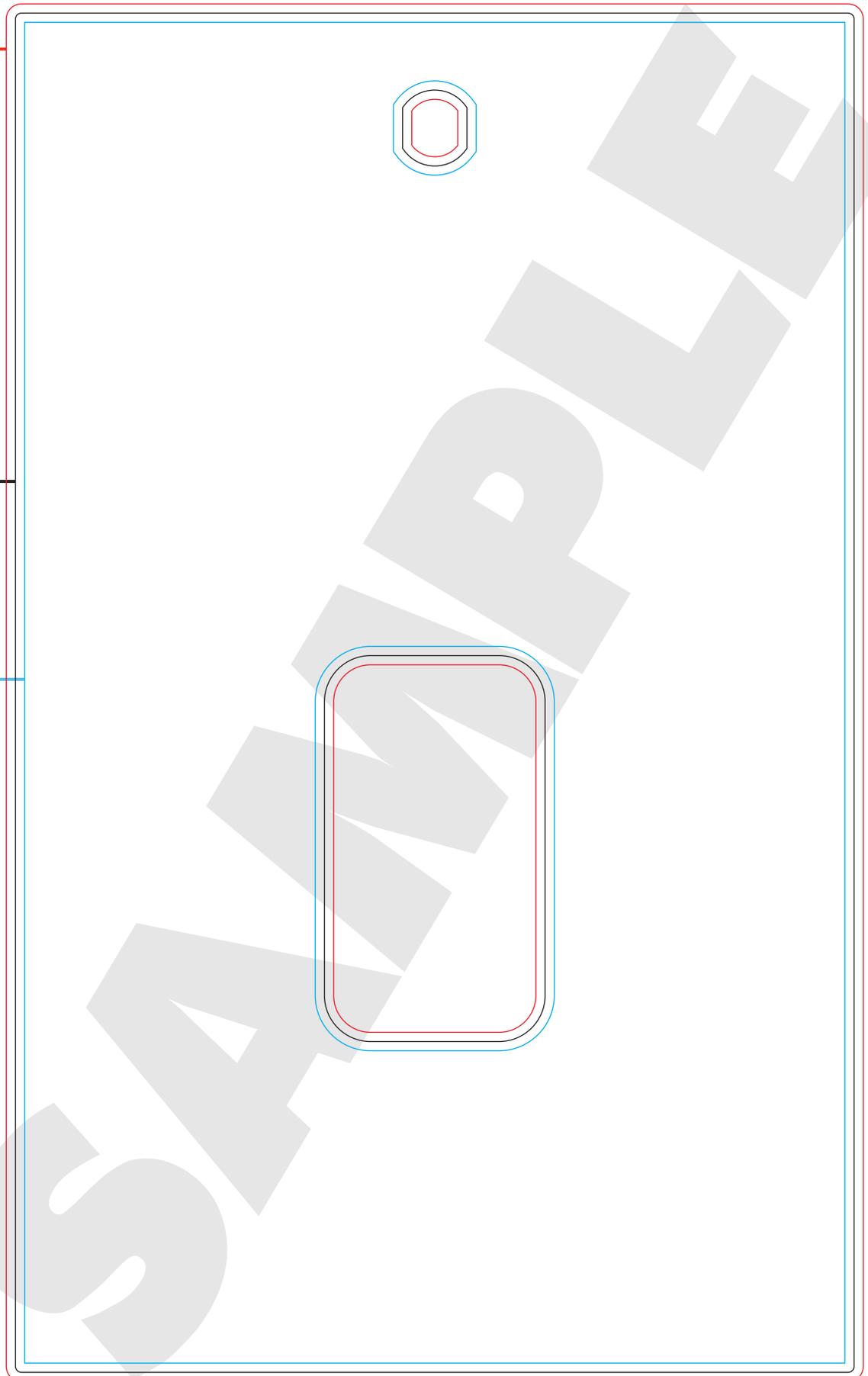
Finished Size.

This is the finish size you'd like your graphic to be.

### SAFE AREA

Keep crucial graphics and text within this area.

This area is where all important information, such as text and any logos, should stay so they don't get cut off if the material being printed on shifts slightly during the printing process or when the graphic is being trimmed.



# ROLL BAG DISPENSER

## SAMPLE TEMPLATE

### BLEEDS

Take all art to the edge of this area.

Consider the bleeds in a document the 'wiggle room' to make sure you don't have any white showing. This also helps account for any minor shifting that may occur during the printing process.

### TRIM SIZE

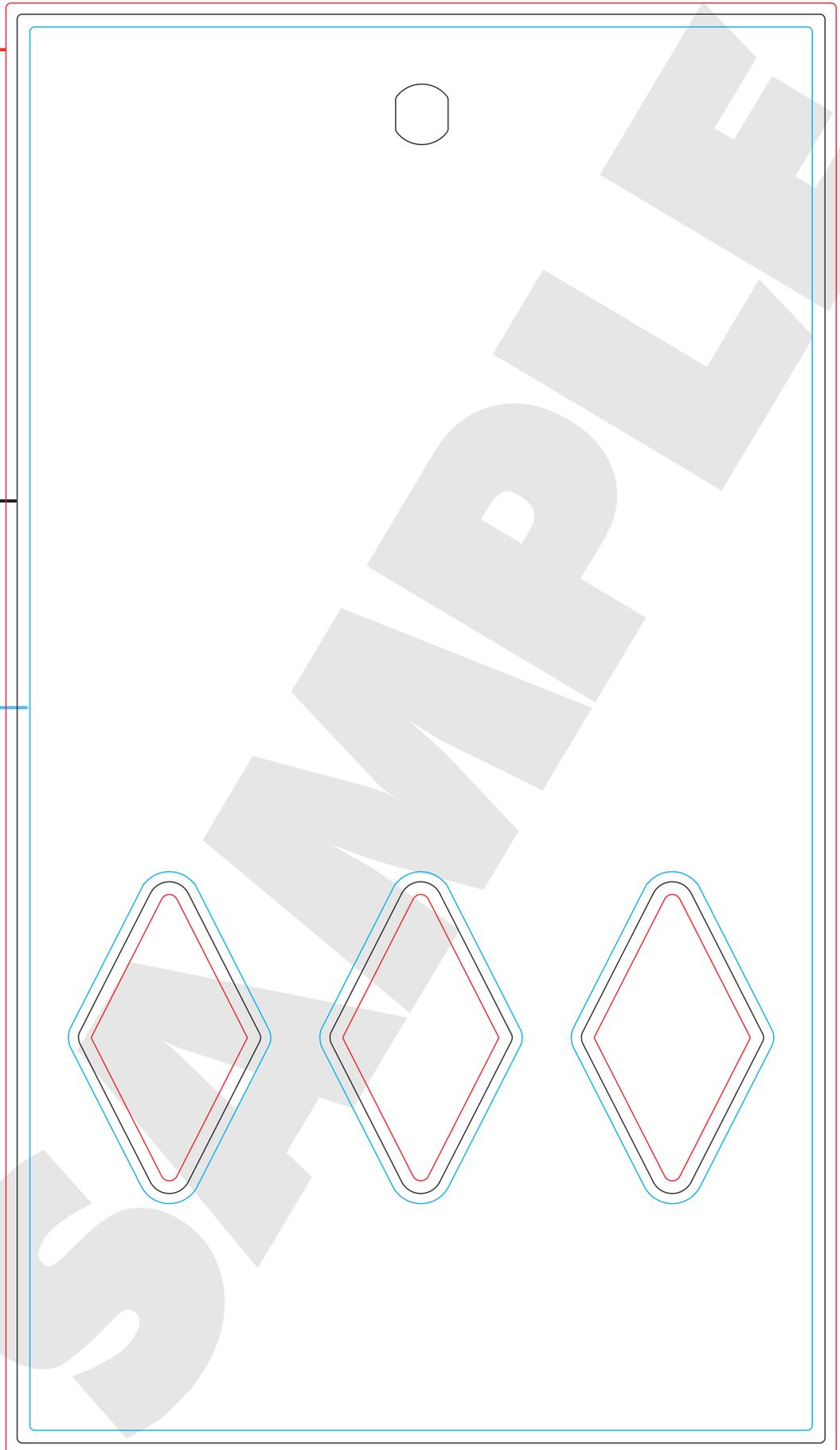
Finished Size.

This is the finish size you'd like your graphic to be.

### SAFE AREA

Keep crucial graphics and text within this area.

This area is where all important information, such as text and any logos, should stay so they don't get cut off if the material being printed on shifts slightly during the printing process or when the graphic is being trimmed.



# 10" x 12" DOG WASTE STATION SIGN

## SAMPLE TEMPLATE

### BLEEDS

Take all art to the edge of this area.

Consider the bleeds in a document the 'wiggle room' to make sure you don't have any white showing. This also helps account for any minor shifting that may occur during the printing process.

### TRIM SIZE

Finished Size.

This is the finish size you'd like your graphic to be.

### SAFE AREA

Keep crucial graphics and text within this area.

This area is where all important information, such as text and any logos, should stay so they don't get cut off if the material being printed on shifts slightly during the printing process or when the graphic is being trimmed.

