File Preparation

6847 North 16 Street
Omaha, NE 68112
402.342.1111

FORMAT:
All files should be created in Adobe Illustrator, Adobe InDesign, or Adobe Photoshop.

SIZING:
Files should be built at full size or proportionate output size (1/4 scale, 1/2 scale, etc.).

LINKS:
Include all links (do not embed them).

FONTS:
Include all fonts or convert to outlines.

BLEEDS:
Provide 2" bleed all sides for wall murals;
1" bleed for fabric graphics;
1/2" bleed for all other graphics.

RESOLUTION:
Resolution on raster/bitmap images should be as close as possible to 100 ppi at final output size.

OTHER SPECS:
Convert all files to CMYK.
Please indicate any PMS colors used.

FTP INSTRUCTIONS
Click on **https://www.renze.com/dropbox-upload/** and complete the short form to upload your artwork.

NOTES:

- This is a secure site so no one but Renze will be able to see or access your files.
- There is a small amount of information to complete so that we are aware of what's being uploaded. Completing the five fields will notify your account representative and expedite the start of your project.
- Instructions are the same for Mac and PC users.
- For best results we recommend collecting all files, fonts, links, etc. into one folder and zipping or stuffing it, as sending individual elements can lead to corruption of files.
- Please be sure to include a .pdf of your graphic for reference, as there will be no hardcopies available to us.
- You will receive an email once your upload is complete.

If you have any questions or problems please contact our Graphics Dept. @ 402.342.1111 or 800.627.9131; John at ext. 114 or Eric at ext. 142.