

Artwork Specifications



To ensure printing accuracy, please submit your digital art files using the IMS pre-press guidelines.

IMS Accepted Applications

- QuarkXPress
- Freehand
- Illustrator
- Photoshop*

* When utilizing Photoshop, make sure that all the art files have been saved in CMYK or grayscale color mode. Please do not submit artwork in RGB or index colors. IMS accepts the following file formats:

- EPS
- PSD
- TIFF - without JPEG or LZW compression

Artwork Submission Requirements

- Hard copy of digital art files at 100% marked for color-breaks or color separations
- Printout of directory, highlighting the digital art files IMS will output
- Printout of special packaging instructions such as folding mechanics or assembly requirements
- All digital art files should be submitted utilizing the IMS packaging templates. Digital art files submitted in other vendor templates will incur a \$50 additional prep charge. Click [HERE](#) to access the IMS packaging templates.
- Allow for proper bleed (1/8") on all packaging templates
- Place all type and images that you do not want clipped within 1/8" safety/live area
- Define all colors as CMYK or Pantone - if applicable
- Check to make sure all digital art files are the correct size, with crop and fold marks

"Collect For Output"/Submission of Supporting Files

- Submit all high-resolution scans and logos that are embedded in your page layout
- Make sure all linked files are editable
- Include any fonts or scans used in your EPS files
- Please make sure you save your file in the most current registered application version

Font Collection

- Submit all screen and printer fonts used in your digital art files
- Submit the actual stylized typeface from the font menu (i.e. Helvetica Bold instead of applying a "bold" style to the Helvetica font)
- Use and submit only postscript fonts. Truetype fonts do not output to film reliably Submitted Media Requirements

Digital Art files should be submitted on the following media:

- CD-ROM
- DVD
- Zip Disk

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Files under 5 MB can be emailed to IMS at info@imperialmediaservices.com. Digital art files that exceed 5 MB must be uploaded to the IMS file server.

To post your digital art files to the IMS server follow the instruction noted below:

- Compress your files using "Stuff-it" or "Zip"
- Post stuffed and zipped files as "binary"
- Create a folder with your company or personal name and drop the compressed file(s) in that folder
- Use one of the following FTP Clients to upload your files:
 - Mac FTP Client: Download a free copy of Fetch at www.fetchsoftworks.com
 - PC FTP Client: Download a free copy of CuteFTP at www.globalscape.com

Please announce your upload of file(s) by emailing info@imperialmediaservices.com and provide the following information:

- Customer Name
- Contact Information
- Digital Art File(s) Name(s)
- Size of folder