

Submitting Artwork

We can accept your artwork in either Macintosh or PC format.

To send artwork to us, you can go to our website, www.bigraphicsinc.com, and click on the "Upload Your File" tab. Follow the instructions and your file will be posted to our FTP site and notify us that it has been uploaded. If choosing this option, please be sure to include your estimate number where prompted. If you do not have an estimate from us, please provide information in the required fields.

We can also accept files on CD, DVD, Jump Drives, or via email if they are less than 2 MB in size.

File Type:

We accept files created using the following software:

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Quark Xpress

CorelDraw

Although we try to keep up with new software upgrades, it is not always possible. Please call ahead to determine what versions we are currently running.

When submitting **vector** based artwork, you should prepare your files to an .eps format and convert all of the fonts to outlines. (In Corel you would convert the fonts to curves). All of the placed images should be embedded. Vector artwork can be scaled to any proportion.

When submitting **raster** based artwork, ex. photographic images, we can accept flattened .tif files or high resolution .jpg files. If you have critical colors and there is a possibility that we will need to perform color corrections, please provide an unflattened file. Files should be created at a rate of 150 dpi for a 100% size image. If you need to work smaller than this, we recommend at least 100 dpi for each 100% you want to enlarge the image. This would require 400 dpi for a quarter size file, and 200 dpi, for a half size file. Following these rules should produce a satisfactory image quality when viewing the image from 2.5 times the diagonal dimension of the printed image.

If sending art in Quark or InDesign, please include all of the necessary fonts and images that are linked to your artwork.

Printed image sizes can only be proportional to the dimensions of your original artwork. For example, a typical 8.5" x 11" file, can be blown up proportionally to 17" x 22", 22" x 34", 27.8" x 36", 37.1" x 48", or 48" x 62.1".

Like all inkjet process color technology, we are not able to print spot colors. It is also not safe to assume that what we print will match what you see on your computer monitor. In order for us to meet your color requirements, we recommend that you call or email us for a complimentary color chart using the materials that you would like your job to be printed on. By choosing colors from our color charts, we are able to guarantee what your color will look like. Otherwise, you can provide us with Pantone Matching System (PMS) color values and we can match from that. Or you can provide us with a color proof that you would like us to match to.

We are able to scan your documents that are no larger than 8.5" x 11" in size. We would be happy to outsource any of your larger scanning needs.

If you do not have the capability to produce your own digital artwork, we can help. We have knowledgeable in-house graphic designers who are happy to work with you in creating all of the graphics necessary to meet your budget and promotional needs.