

Supplying artwork for wide format printing can be tricky... however, this guideline will show you our preferred file formats, and how to supply your artwork to us in the quickest way possible.

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## Acceptable Formats

We accept the following file formats:

**Tiff, PDF, EPS and PS.** PDF and EPS being our preferred formats.

We also accept these software artwork formats\*:

Corel Draw (CDR), Adobe Illustrator (AI), Adobe Indesign (INDD) and Adobe Photoshop (PSD).

\*supplying artwork files in these formats may delay your job as the files need to be opened and re-output to one of our preferred formats.

## Guidelines

The following guidelines should be used when outputting your print file\*:

- The colour mode must be in **CMYK**.
- **THE DOCUMENT SHOULD BE OUTPUT TO SIZE**  
(no bleeds, crops or whitespace surrounding the print unless otherwise requested)
- The **document resolution** for: anything smaller than an A3 = **300dpi**  
anything larger than an A3 (wide format) = **100 dpi**
- If providing at **scale** please adjust the **dpi** accordingly e.g **25% at 400dpi, 10% at 1000dpi**
- **ALL FONTS MUST BE CONVERTED TO CURVES**  
(in some packages this is called outlines or paths).  
If this is not possible then please embed the fonts within the document.

\*not following our artwork guidelines may lead to a delay to your job

## Artwork Templates

We provide on ready made artwork templates in eps and pdf formats to work directly on to in your preferred design package. You can see our template catalogue at <http://www.maticmedia.co.uk/templates/>. Below are links to our most popular products.

### Roll Up Banner Stands

Matic Budget Banner Stand .....	<a href="#">PDF</a>
Matic Quickfire .....	<a href="#">PDF</a>
Matic Mono Change .....	<a href="#">PDF</a>
Matic Duo Change .....	<a href="#">PDF</a>
Matic Prestige 830mm .....	<a href="#">PDF</a>
Matic Prestige 1000mm .....	<a href="#">PDF</a>

### Popup Display Stands

Ultima 3x3 Curved .....	<a href="#">PDF</a>
Ultima 2x3 Curved .....	<a href="#">PDF</a>
Ultima 3x3 Straight .....	<a href="#">PDF</a>



## Getting your artwork to us.

There are three ways of getting your artwork to us; the Upload Zone, FTP and mailing us. **We will not accept artwork through email.**

### The Upload Zone

The upload zone is our web based artwork management system. It ties in with our in house tracker software MaticTrack, meaning artwork can be organised and does not get lost.

- Step 1: Either click on the link on the Maticmedia website or go to <http://uploadzone.maticmedia.co.uk/>
- Step 2: Fill in your details and enter a quote ref.
- Step 3: Select the number of artwork files you will be submitting and enter their details.
- Step 4: Add your files to the upload list and click upload files.
- Step 5: Once all your files have been uploaded you will receive an artwork email receipt to notify you that your artwork has been uploaded.

### FTP (File Transfer Protocol)

FTP is a network protocol used to exchange files over a network (e.g like the internet). To upload files to our FTP server you will require an FTP client (Windows comes with an FTP client built in but we do not recommend it as it does not support interrupted uploads e.g your internet connection goes down and you have to restart the entire upload again). There are many free FTP clients out there one for a Windows environment is Filezilla and one for a MacOS environment is Cyberduck.

Our FTP details are:

FTP Server:	mail.maticmedia.co.uk
Username:	artwork
Password:	popart001

\*before uploading onto our FTP server please zip your files and name your zip file your quote ref.

# Artwork Guidelines

**maticmedia**

visual display solutions for exhibition, signage, printing & web

## Getting your artwork to us.

### Mail

In the case that your artwork is very large e.g greater than 1 gigabyte in size or you do not have access to the internet you can mail us your artwork to the following address. Please provide your artwork either on a CD, DVD or Flashdrive and mark for the attention of preproduction with your Ref number. We cannot at this time accept BluRay discs.

FAO: Preproduction  
Matic Media Services Limited,  
9 Hagmill Road,  
East Shawhead Industrial Est,  
Coatbridge,  
Scotland.  
ML5 4XD