



## Artwork Guidelines

**Corel Draw®** - Convert all text to curves and save as Corel X5 Version 15 or lower.  
To convert text to curves using Corel Draw®:

Select all the art by going to Edit -> Select All -> Text on the menu bar. We tell you to select all the artwork to ensure ALL the text is converted. While everything is still selected, go back to the menu bar and click on Arrange -> Convert to Curves. Or by using the shortcut keys "Ctrl+Q".

*\*\*We suggest saving a second file instead of saving over your original. Once the text is changed to outlines, the text can no longer be manipulated.*

**Adobe Illustrator®/Photoshop®** - Convert all text to outlines and save as Illustrator CS6 Version 16 or lower. To convert text to outlines using Adobe Illustrator®:  
First select all the art by going to Select -> All. We tell you to select all the artwork to ensure ALL the text is converted. While everything is selected, go back to the menu and click on Type -> Create Outlines.

*\*\*We suggest saving a second file instead of saving over your original. Once the text is changed to outlines, the text can no longer be manipulated.*

**Avoid printing issues by following these guidelines** - Artwork must be vector art. What is a vector file? Art made up of paths which are defined by points, lines and curves and represented by mathematical equations. Vector art can be scaled to any size and retain its sharpness and detail at no loss in quality. EPS, PDF, AI, CDR, Hi res PNG and SVG are the vector file types we accept. However, a file with that extension is not necessarily a vector file. We would have to inspect it and confirm.

All fonts used in the design must be converted to curves/outlines. To avoid errors in missing fonts and altered formats, please provide all text converted to curves/outlines.

**Rasterized images:** Most files with the extensions .jpg, .tif, and .psd can be used. This art will only be used as guides for art services. Recommended resolution for bitmaps is 300 dpi. These file forms will be subjected to a "by estimate only fee." The amount is determined by the complexity of your artwork. Contact the sales/design department for further details.