



Accepted Formats

Artwork

- Use a vector graphics program to create and submit in .ai, .eps, .pdf or .cdr file format
- Include a PDF of the artwork

Photos

- Using Photoshop to create a .psd, .tiff or .jpg file format is strongly recommended

Before Sending, Did You... ?

- Meet all criteria in the "Guidelines" section
- Convert fonts to outlines/curves
- Attach any imported graphics
- Provide any color reference when applicable

Artwork Guidelines

Cast Plaques

- Submit only black & white artwork in CMYK color mode
 - Black represents a raised area (i.e. letters) and raised border
 - White represents a recessed area

Fonts/Lettering

- Raised text minimum height requirement is 3/8" for capital letters and 1/4" for lower case letters
- Recessed text minimum height requirement is 3/4" for capital letters and 5/8" for lower case letters
- Recessed letters must have a minimum .125" stroke width
- All recessed areas must be at least .125" (if you do not want the areas filled in)
- Tracking or Kerning should be at 100% and no less than 80%
- Letters within a layout should not touch

Lines

- All thin lines must be at least 4 points
- Lines close together are acceptable using 2 to 3 points

Etchings

- Define what images/text are raised or recessed
- Minimum letter size is 10 points for raised copy and 8 for recessed
- Note any art or text to be converted to Braille

WE CAN
CREATE
ARTWORK
FOR AN
ADDITIONAL
FEE

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