



# IMAGING CHECKLIST

Andex accepts a wide range of digital formats for printing. The following guidelines will achieve the best results.

## FILE DELIVERY

### Personal Link

If you use a file-sharing platform like Dropbox, WeTransfer, or others, you can send your files directly to your Account Representative using your preferred method.

### FTP

Upload your final files directly to our FTP site. A login ID and Password are required, which can be requested through our website at [www.andex.net](http://www.andex.net) or by contacting your Account Representative.

## FILE FORMATS

### ADOBE ILLUSTRATOR

- Layered Adobe Illustrator file saved as .ai or high resolution PDF.
- Embed all linked images and outline all fonts.

### ADOBE PHOTOSHOP

- Adobe Photoshop .psd file with layers and fonts included.

### PDF

- Prepare for print in CMYK mode, images embedded at 300dpi
- Outline all fonts.

### ADOBE INDESIGN

- Adobe InDesign file with images and fonts included.

**\*Andex may be able to use other file formats, but they will be accepted at our discretion.**

## FONTS

- All fonts should be outlined or included in the artwork's submission.
- Minimum font size is 3 pt – 6 pt when using a condensed font.
- Avoid using the stylize button to bold or italicize fonts.

## BARCODES/UPC

- Andex can only guarantee **UPC/BARCODES** 80% or larger.
- UPC must have a white box behind it and minimum 1/8" safe area.

## Artboard

- One item per page.
- Front and back in same file, with die cuts indicated.

## BLEEDS AND SAFE AREA

- 1/8" bleed extended past trim on all sides of the card or carton.
- Allow a minimum safe area of 1/8" around any die cuts.

## General

- Avoid PMS solids (100%) over PMS solids(100%)
- Rich black build should be C30, M0, Y0, K100.

## Images

- Supply linked images at 300 dpi (CMYK).
- RGB will not be accepted as color can shift when converted.

## NOTES

### COATINGS

- \*Heat seal coating cannot be applied to both sides of the card.
- \*Effect coatings may alter the appearance of printed colors.
- \*Customer Imprinting: Andex must be informed of knockout locations.

### COLOR AND COLOR CONVERSIONS

- \* Colors from the Metallic, Neon, or Pastel Pantone books cannot be converted to a 4-color process, these must be printed as spot Colors. There are no exceptions.
- \* To achieve a color match on the Front and Back of the card, both sides must be coated.
- \* Printing on Uncoated Skin Board provides more variation both in colors and appearance.

### PROOFING

**There are two options for receiving your proofs: Epson Proofs or PDF Softproofs.**

- \* Epson proofs: Hard copy proofs printed on the Epson proofer, calibrated with EFI software to ensure color accuracy across all machines for 4 color process printing. Please note that spot colors on these proofs are represented as **simulation patches**. A Pantone chip will be supplied for color approval.
- \*PDF Softproofs: A digital proof sent to you via email by our Account Representative. Approval or requested changes should be communicated back to the Account Representative via email. After Andex Prepress has made changes, be sure to review your artwork thoroughly. Andex provides Epson Proofs for your approval for color and content accuracy with every project. When supplying PDF Softproof colors may appear differently depending on your monitor.

### Disclaimer:

*By providing artwork electronically, the customer has assumed responsibility for file accuracy and correctness in file preparation. The printer is not responsible for or liable for material printed with customer composition errors.*

*The customer is responsible for artwork that is revised by Andex and approved by the customer.*

**WE DO NOT ACCEPT:** Gif files, Page layout files such as Quark or PageMaker, Word processing documents such as MS Word/PowerPoint, Photocopies or PMT's of photocopies, business cards, letterheads, fax transmissions, etc.