

## PREFERRED FILE TYPES

Vector Files - Adobe Illustrator (.ai)  
Encapsulated Postscript (.eps)  
CorelDraw (.cdr)  
Adobe Portable Document Format (.pdf)  
\*Only when saved from Illustrator

These file types are “true” professional art. They can be manipulated in the prepress department for easy changes in color, size, etc. These file types are generally required for us to accurately reproduce company logos or art that requires specific color replication (Pantone colors, etc.)

Caution: Make sure your artist converts all fonts in the art to “outlines” – OR – make sure they include the font files with the art they provide us.



## QUESTIONABLE FILE TYPES

Office files - Microsoft Word (.doc)  
Microsoft Powerpoint (.ppt)  
Microsoft Excel (.xls)  
Microsoft Paint (.bmp)

These file types are popular Office program types. However, they are not true art files. We may or may not be able to extract pictures/text from the files for use. It is best to avoid using these types for art.

If one of these file types is all that you’ve got, we’ll have to recreate the art for you for an additional art fee.

## ACCEPTABLE FILE TYPES

Picture Files - Adobe Photoshop (.psd)  
Photoshop Encapsulated Postscript (.eps)  
Photoshop Portable Document Format (.pdf)  
Joint Photographic Experts Group (.jpeg)  
Bitmap-saved from Photoshop (.bmp)

These file types are popular art types. However, they do come with limitations. Files of these types can generally only be reproduced as 4-color process prints (except for 1-color art). These are fine if your art is hand-drawn art that you’ve scanned and don’t need to print on shirts other than white.

Caution: Make sure that bitmaps are saved to 1200 dpi and JPEGs are saved to at least 300 dpi. This will help ensure quality printing results.

## FILE TYPES TO AVOID

Web Files - Graphics Interchange Format (.gif)  
Portable Network Graphics (.png)  
JPEG – saved from the web (.jpeg)  
Bitmap – saved from web (.bmp)

In general, these file types are show-stoppers. Because these are file types used for web, they are not suitable for use in a printing environment. They do not contain enough resolution to give us an acceptable image for you.

If one of these file types is all that you’ve got, we’ll have to recreate the art for you for an additional art fee.