
BASIC SETTINGS

- File should be set at 100% of output size if possible
- File setup at 50% or 25% is acceptable as long as the DPI does not go below 150 DPI at final output size
- All files should include crop marks and 1/4" bleed
- Be sure to include ALL fonts (printer and screen) plus any support images used in the file
- All blacks should be built at: C30, M30, Y30, K100. (C0, M0, Y0, K100 will yield a muddy brown)
- No spot colors, CMYK only
- 150-300 DPI at final output size. For larger files, please contact your account representative for exact specifications
- All files must have their extension attached (.eps, .tif, .qxd, etc.)
- All files submitted to Phase 3 should also have an exported 'jpg' proof to use as a go by

RASTER SUPPORT IMAGES (I.E. PHOTOSHOP)

- All photo-based images must be CMYK
- All files must be either in '.tif' or '.eps' format. Please save '.jpg' or '.gif' files in the accepted formats prior to submitting.
- Please do not use LZW Compression

VECTOR SUPPORT IMAGES (I.E. ILLUSTRATOR)

- All vector based images must be CMYK
- All files need to be saved as '.eps' format
- Embedded files must be included
- Use "masking" or "paste insides" very sparingly to prevent rip errors.

APPLICATIONS WE SUPPORT

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Acrobat
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Word

BASIC SET UP

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- All files should include crop marks and 1/4 inch bleed
- Be sure to include ALL fonts (printer and screen) plus any support images used in the file
- All blacks should be built at: C30, M30, Y30, K100. (C0, M0, Y0, K100 will yield a muddy brown)
- CMYK only
- 150-300 DPI at final output size. For larger files, please contact your account representative for exact specifications
- All files must have their extension attached (.eps, .tif, .qxd, etc.)

WHITE INK SPECIFICATIONS

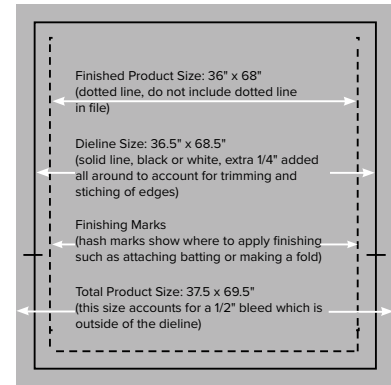
- Files may be prepared as flood fill or spot
- If spot, file should have SEPARATE layer designating white area(s) with 100% Magenta.
- This will allow for easy identification in the production stage where this layer will be printed as white
- Double-sided, non-flood files MUST BE 100% symmetrical

APPLICATIONS WE SUPPORT

- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Acrobat
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Word

BASIC SET UP

- File should be set up-up at 100% of output size
- A 1/2 inch bleed is preferred and a minimum of 1/4 inch bleed is required
- Do not use crop marks when indicating cuts for final product size. Include a full, (white or black) dieline with all relevant hash marks for sewing and finishing. The dieline should sit 1/4 inch outside of final product size as this accounts for trimming and stitching the edge.
- We ask for a full/solid dieline around the finished product due to variable shrinkage in the fabric
- All blacks should be built at: C30, M30, Y30, K100
- Pantone colors must be Pantone Solid Coated spot colors for matching
- 150-300 DPI at final output size is optimal. For larger files, please contact your account representative for exact specifications



RASTER SUPPORT IMAGES (I.E. PHOTOSHOP)

- All files should be either in '.tif' or '.pdf' format
- All photo based images must be CMYK
- Flattened files are preferred for black and white images

VECTOR SUPPORT IMAGES (I.E. ILLUSTRATOR)

- All vector-based images must be CMYK
- All files need to be '.eps'
- Embedded files must be included
- Use "masking" or "paste insides" very sparingly too prevent rip errors

APPLICATIONS WE SUPPORT

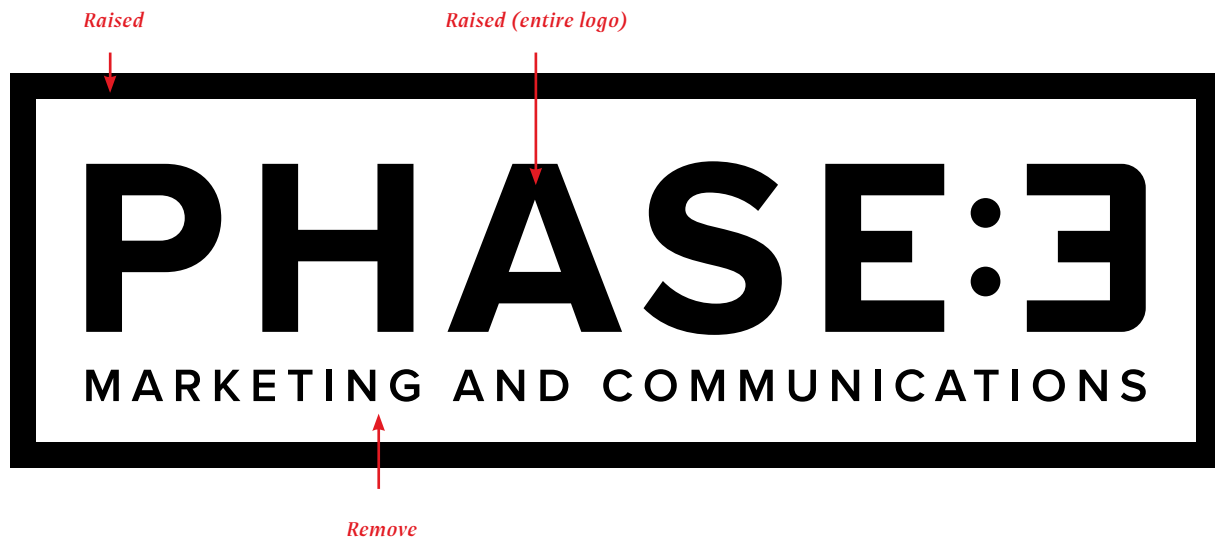
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Acrobat

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SET UP

- File should be set at 100% of output size
- Include crop marks and a 1/4 inch bleed
- 300 DPI at size
- All photo-based images should be CMYK
- Pantones must be Pantone Solid Coated spot colors for matching
- Provide a die line if necessary (examples: rounded corners, circular cut-outs, etc.)
- If leaving raised text, please note that anything smaller than 1 inch tall may be lost when the negative area is trimmed out. Small symbols and punctuation marks should be no smaller than 1/2 inch.
- Avoid using thin lines
- Include a '.jpg' proof showing what areas are to be cut away. Our team will create a special grid based on the proof to ensure the appropriate areas are removed and raised.

See sample below:



Acrobat Distiller acts only as an optimizing tool for print, not a conversion tool, so please be sure your project follows the guidelines listed on the set-up pages for small and large format.

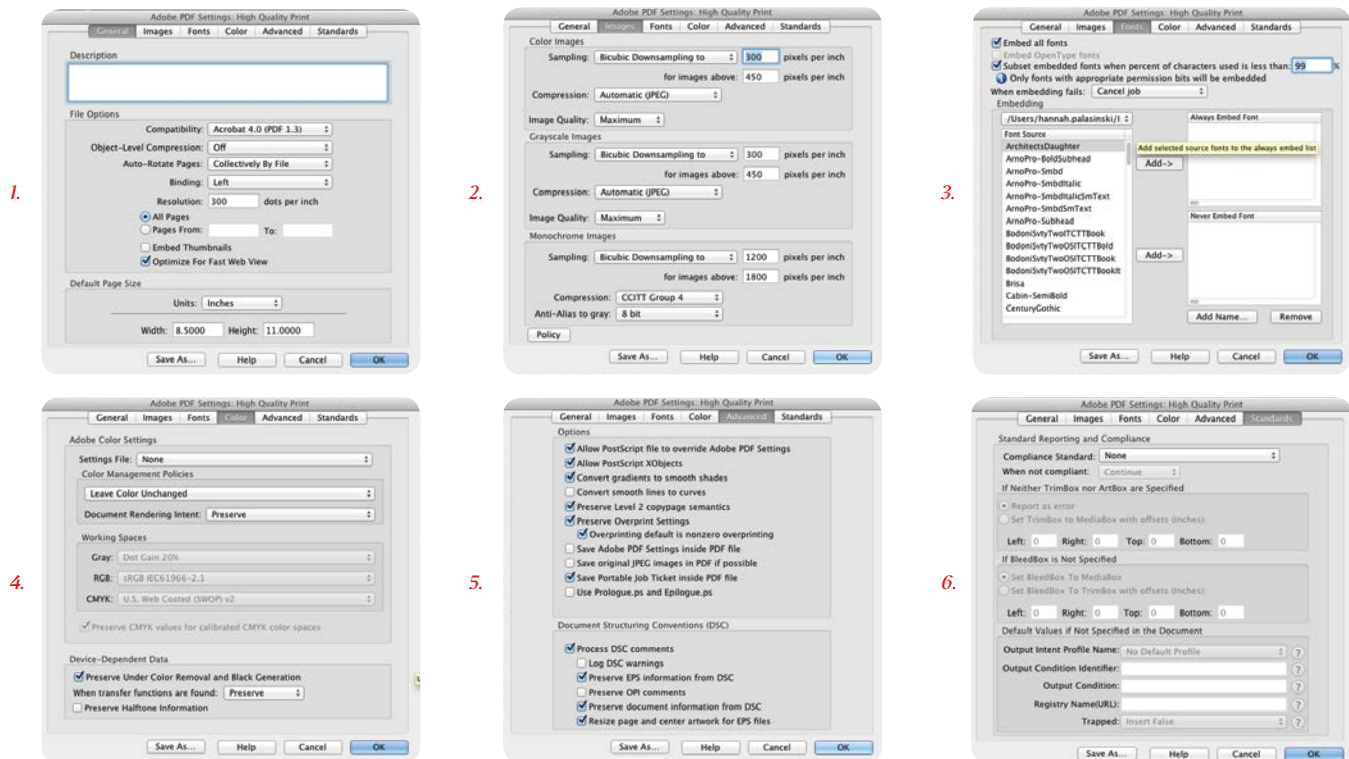
TO PROPERLY DISTILL YOUR DOCUMENT

- Save your file as a PostScript file '.ps' from the program that originally created the file
- Adjust settings in Distiller, such as resolution and amount of compression
- Open your PostScript file in Distiller
- Name your '.pdf' file and save
- If there are any errors, go back to original file and correct them. Save new '.ps' file

We suggest you create a Phase 3 printer job option in your Acrobat Distiller. Details of each setting are shown in the example screen shots below:

PHASE 3 JOB OPTION IN DISTILLER

- Launch Acrobat Distiller
- Go to "Settings" menu
- Select "Job Options"
- Format your settings to reflect the following images



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UPLOADING AND DOWNLOADING

MAC

- Open your FTP client. If you do not have one installed on your computer, visit: [https:// cyberduck.io/](https://cyberduck.io/)
- Click the Download for Mac button and follow the installation instructions

PC

- Open your FTP client. If you do not have one installed on your computer, visit: [https:// filezilla-project.org/](https://filezilla-project.org/)
- Click the Download Filezilla Server button and follow the installation instructions

LAUNCH YOUR FTP CLIENT BROWSER

- Login information:
 - Address: ftp.phase3mc.com
 - Username: <provided by your Account Manager>
 - Password: <provided by your Account Manager>

UPLOADING FILES

- Select files to upload and drag them into your client folder
- If no folder exists please contact your Account Manager at 404.367.9898 and one will be added
- Please 'stuff' or 'zip' your files before placing them onto our FTP site. This will make uploading and downloading files faster.

DOWNLOADING FILES

- Login information:
 - Address: ftp.phase3mc.com
 - Username: <provided by your Account Manager>
 - Password: <provided by your Account Manager>
- Click on the blue, underlined name of the file to download it

PROBLEMS

- Should you experience any problems using our FTP site, please contact your Phase 3 Account Manager or local Phase 3 office.