



ACCEPTABLE ARTWORK FILE FORMATS

Please download the appropriate sized Credential Worksheet files located at:
<http://www.allaccesspasses.com/downloads.asp>.

Please attach or embed fonts before sending artwork to us.

IMPORTANT: Please add a 1/8" bleed to all four sides.

ACCEPTED ARTWORK:

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|-----------------|---|
| .AI | Adobe Illustrator up to version CS3. |
| .CDR | CorelDRAW up to version X4. |
| .EPS | Encapsulated Postscript. |
| .INDD | Adobe InDesign Document up to version CS3 |
| .INDT | Adobe InDesign Template up to version CS3. |
| .JPG (LOSSLESS) | Lossless JPG. Provides the best quality. |
| .JPG | Standard JPG (some pixelation and/or artifacting may occur) Please save at the highest quality possible. |
| .PNG | Portable Network Graphics. |
| .PDF | Adobe Portable Document Format (Save at the HIGHEST resolution possible.) |
| .PSD | Adobe Photoshop to version CS3. (Please make sure ALL layers are UNLOCKED.) |
| .PSP, .PSPIMAGE | Paint Shop Pro up to version "Photo XI" (Do NOT flatten image.) |
| .SVG | Scalable Vector Graphics. |
| .TIFF | Tagged Image File Format. (Uncompressed ONLY, and RGB or CMYK.) |
| .WMF | Windows Meta File. |

UNACCEPTED ARTWORK:

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|--------------|---|
| .3GP, Varied | Cell Phone Images (Accepted for Sample only.) |
| .BMP | Windows Bitmap |
| .DOC, .DOCX | Images embedded in Microsoft Word Documents |
| .EML, Email | Images embedded in emails (please ATTACH files only.) |
| .GIF | CompuServe Graphics Images. Only 256 colors and very lo-resolution. |
| .FAX* | Faxed Documents |
| .PPT, .PPTX | Microsoft Powerpoint |
| "PrtSc" | Print Screens from either PC or Mac - they're only 72dpi |
| .QXT | Quark documents |
| .XLS, .XLSX | Images embedded in Microsoft Excel Documents |

ACCEPTED FONTS:

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|------|-------------------------|
| .TTF | Mac or PC TrueType Font |
| .OTF | Mac or PC OpenType Font |

UNACCEPTED FONTS:

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| Suitcase | (Please convert to .TTF or OTF) |
| T1 | Adobe Type 1 Fonts |

NOTES:

- Do **not** flatten images with layers.
- We print everything at 300dpi.
- Raster images UNDER 300 DPI will print smaller. They will become pixelated and artifacts will be introduced if enlarged. By sending us artwork that is less than 300 dpi, you agree that you accept images that may print smaller or pixelated if enlarged.
- It is also very important to either embed the fonts used in your documents, or to include them with the files sent to us.
- A faxed document may be sent as a design sample, rough draft or other similar function. It is not acceptable for use as a final image or document.
- To reduce the amount of Fax Spam, we ask that you call us before sending a fax. Thank you.