







Art Guidelines

For customers who are supplying artwork for screenprinting, embroidery, and specialty products.

Acceptable file formats:

-  **Adobe Illustrator (.ai, .eps) - MacOS or Windows OS - Preferred format for all artwork.**
-  Adobe PDF (.pdf) - MacOS or Windows OS - Press Quality PDF
-  Adobe Photoshop (.psd) - MacOS or Windows OS
-  JPEG Images - 300 dpi or higher quality

We do not accept these formats:

- Microsoft Publisher
- GIF files
- PNG files
- Page layout files like Quark or Pagemaker
- Word processor files like Word, Powerpoint, Pages or Keynote.

How do I send artwork to Unlimited Graphics, Inc.?

- Email is the best way to send our artists artwork.
- *Contact UGI if file is too large to send by regular email.*

What do I have to do about fonts in my artwork?

1. You can create your fonts into outlines.
Under **Select > Select All** then **Type > Create Outlines** from the menu.
Using the outline document, **Save As** a new Illustrator document.
That way you have your original artwork file as well.
2. You can package your artwork and fonts into a folder. (Adobe Illustrator CC capable only)
Go **File > Package**.
Save the document if you haven't already.
Pick a location to save and package, and name the folder for the document and links.
Press **OK** to package.

How to get the right color?

Screen Printing

- We will match your logo to the color of ink we have in-house at no extra charge.
- If exact colors are required, there will be an extra charge.

Embroidery

- There is a one time setup charge to digitize the artwork to embroider on left chest locations and also on caps.

Specialty Products

- PMS colors are used.
- Additional charge to match the colors exactly; as long as suppliers standard colors are used there is no extra charge.