

FILE FORMAT

1. We only accept PDF and JPEG files.



PDF

- Provide better quality outcome.
- For PDF setting please refer to tutorial at our website:

Converting final artwork to PDF

Link:



JPEG / TIFF

- Provides good quality outcome if the file is converted under certain specifications. Text or vector images appear less sharp compared to PDF file format.
- **JPEG** file format : Set resolution at or above **600dpi**
- **TIFF** file format : Set resolution at or above **300dpi**

FILE NAME

- DO NOT** use the following in your file name:
 - Punctuation marks (ie. ! ? () [] { } : / " ; , . etc.)
 - Symbols / General Typography (ie. @ # * \$ % + & > ~ etc.)
 - Unicodes (ie. Chinese, Korean, Japanese, etc.)
- Except for hyphen (-) and underscore (_), please refrain from adding punctuation marks, symbols or foreign types to your file name as it will become illegible when you upload your file to us, thereby making it difficult for us to identify your file. Hence, best keep it simple with alphanumeric file names.

SEND FILE METHOD

You will be required to upload your artwork file (PDF file format) to us during the ordering process. *(Not applicable to artwork file sent by CD)*

Total file size	Method
Smaller than 20MB	<p>Send by web</p> <p>- Attach your artwork file to the online ordering form before submitting your order.</p>
Large than 20MB	<p>Send by CD</p> <p>- During ordering process, you will be required to key in your file name to print out a CD label (available at our website). Compile your artwork files into a CD and mail/courier to us together with the printed CD label. Please take note that this process will delay your turnaround.</p>