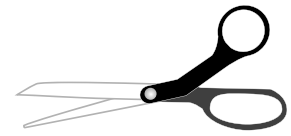


Skyline "Quick Check" worksheet

Ensuring your files are ready for submission by checking these critical areas will help avoid any potential delays in the printing process. Getting your graphic to your event or in your hands when they are needed is our top priority. You can include this checklist in your CD or DVD jewel case or just use it for your pre-flight routine. Use the "Quick Check" worksheet to make sure everything has been accounted for.



Skyline[®] "QUICK CHECK" WORKSHEET

- Final Layouts are at 100% size to your final application
- All bitmap or raster images have adequate resolution and quality of 100DPI
- Finals are in the RGB color Mode
- You have adjusted your color settings following the 4-step guide on pages 5-6
- All fonts have been created as outlines or flattened
- You have adjusted any rich blacks colors to R:0 G:0 B:0
- All linked images and files have the proper file extensions (example .EPS)
- All Linked images and files have been converted to RGB and are included
- All images are linked and NOT embedded into your final layout or design
- You have included a hardcopy or PDF proof for reference
- All critical information has been noted for attention
- Any PMS pantone colors have been noted or included if critical

This will fit in your CD or DVD jewel case, Just cut along the dotted lines!

Large Format Graphic File Requirements

Getting your files ready for the Skyline print process is incredibly simple and when you follow our guidelines you will ensure your graphics true potential! Find the Adobe application you are using to build your creative projects and follow the simple steps provided to get your visuals printed and in your hands. If you have any technical questions, feel free to call the Skyline creative department.

Preferred File Format

Adobe Illustrator CS3
Adobe Photoshop CS3

Acceptable Media

DVD/CD
FTP – Maximum 30mb if your file sizes exceed this amount, please send a CD or DVD
E-Mail – Up to 4mb
USB Flash media or hard drives are acceptable

Adobe Illustrator CS3 or earlier files

When submitting Adobe Illustrator files please make sure to include all linked file and critical PMS colors. Always include a printed hardcopy or PDF file of the finished graphic for reference. Please follow the Application Color Setting on pages 5-6 first when building your files.

Bleed and Crop

No bleed or crop marks are needed for the Skyline printing process. Please make sure your files DO fit the canvas size exactly. Magnify to ensure there are no gaps near the edges.

Safety Area

Please make sure you have at least a 1" margin from all edges for critical non-bleeding content. Provided and Custom grids may have a larger safety zones noted. DO NOT add borders to your graphics due to necessary production over-sizing on fabrics and flexible materials.

Document and File Size

All files need to be created at the final print size. Graphics that are over the 220" limit of the pasteboard, create the graphics at 50% or 25% with the percentage clearly labeled on a non-printable layer or outside the live image area.

Fonts

Convert all of your fonts to outlines for your final print file.

Corporate Identity and logos

All logo files need to be in vector .EPS format created in vector art programs such as Adobe Illustrator. Please include critical PMS colors for color matching.

Linked and Placed Images

Make sure that all linked files follow the Photoshop file guidelines for resolution, size, and color mode. Please DO NOT embed any files. Linked files should be .EPS only. When saving your linked files, set the Preview setting to JPEG and the Encoding to JPEG (Maximum Quality) If you have quality concerns about your supplied photographs or images, our creative staff can evaluate and suggest solutions if needed. Make sure to not check any of the check boxes in the Photoshop .EPS save dialog window, as these options can cause problems with the RIP process.

Color Mode

Please create your files in the RGB color mode. Detailed instructions for the Skyline color process are on pages 5-6 it is very important you follow the visual guide to ensure your graphics print to their maximum potential.

Black Specifications

For the darkest black output, set the solid black elements in your file including vector and bitmap graphics to R:0 G:0 B:0.

Pantone and PMS colors

You should pick all crucial color matches from the PMS Pantone fanbook. We will try to reproduce the true Pantone "Solid Color" however the printed color may be closer to the 4 /C process. We will get as close as each process allows. Do not specify metallic or florescent colors, as it is impossible to reproduce these colors on photographic paper and inks. If you submit a color as a "tint" or percentage of a PMS color, it will be printed "as is." You may want to choose a lighter shade PMS color. Pantone and PMS produced on different output devices may not match exactly due to different substrates and processes.

Photoshop CS3 or earlier files

When submitting Adobe Photoshop files please make sure to include a printed hardcopy or PDF file of the finished graphic for reference. Please follow the application color Setting on pages 5-6 first when building your files.

Image size and Resolution

Please make sure that all bitmap graphics are at least 100dpi and no larger than 150dpi (dots per inch) at the final print size. For example: if you have a 40" x 60" graphic please make the file 40"x 60" at 100-150dpi (dots per inch) Always include a PDF file of the finished graphic for reference. If your graphic is too large for the artboard, please create the graphics at 50% with double the resolution. For example if you have a 100" x 100" graphic at 50% the file should have 200-300dpi.

Bleed and Crop

No bleed or crop marks are needed for the Skyline printing process. Please make sure your files DO fit the canvas size exactly. Magnify to ensure there are no gaps near the edges.

Safety Area

Please make sure you have at least a 1" margin from all edges for critical non-bleeding content. Provided and Custom grids may have a larger safety zones noted. DO NOT add borders to your graphics due to necessary production over-sizing on fabrics and flexible materials.

Layered Files:

When possible also include your layered files just in case last minute changes or specific areas need color work or other specific changes.

Fonts

When submitting a layered .PSD file, please flatten or rasterize the type layers to avoid any font issues.

Image Quality

If you have quality concerns about your supplied photographs or images, our professionals can evaluate and suggest alternatives or solutions if needed. Typically screen captures and web based images are inadequate for larger graphics.

File Size

Please create all your Photoshop files at 100% of the final printed size at 100dpi the in RGB color mode.

Color Mode:

We require that all documents are converted or built in the RGB color space. Please follow the color guide on pages 5-6 to ensure your graphics color integrity.

Black Specifications

For the darkest black output, set the solid black elements in your file including vector and bitmap graphics to R:0 G:0 B:0.

Pantone and PMS colors

If choosing Pantone colors in Photoshop, you should select your colors from the "PANTONE Solid Color" library, to get the most accurate results. Submit your Photoshop file with the PMS colors on individual layers in the PSD format. We will try to reproduce the true Pantone "Solid Color" however the printed color may be closer to the 4/C process. We will get as close as each process allows. Do not specify metallic or fluorescent colors as it is impossible to reproduce these colors on photographic paper or 6 color inks. If you submit a color as a "tint" or percentage of a PMS color, it will be printed "as is." You may want to choose a lighter shade PMS color. Pantone and PMS produced on different output devices may not match exactly due to different substrates and processes.

Power Point

Files created in Power Point are typically not usable for large format printing. Our professionals can evaluate and suggest alternatives to bring your presentation images to a larger format.

Cut Vinyl lettering and Logos

Please make sure that all of your cut vinyl lettering or logos are vector art and all fonts are converted to outlines. Since vinyl cutters only see the stroked lines of each solid object you will need to combine large areas of the same color that overlap. Bitmaps and raster objects are not usable for cut vinyl. If you have specific questions regarding this please do not hesitate to call!

File Submission

Make sure your files are submitted complete by the date specified for your graphic project in order to avoid any premium charges. If you are having difficulties uploading or sending files, contact your sales representative.

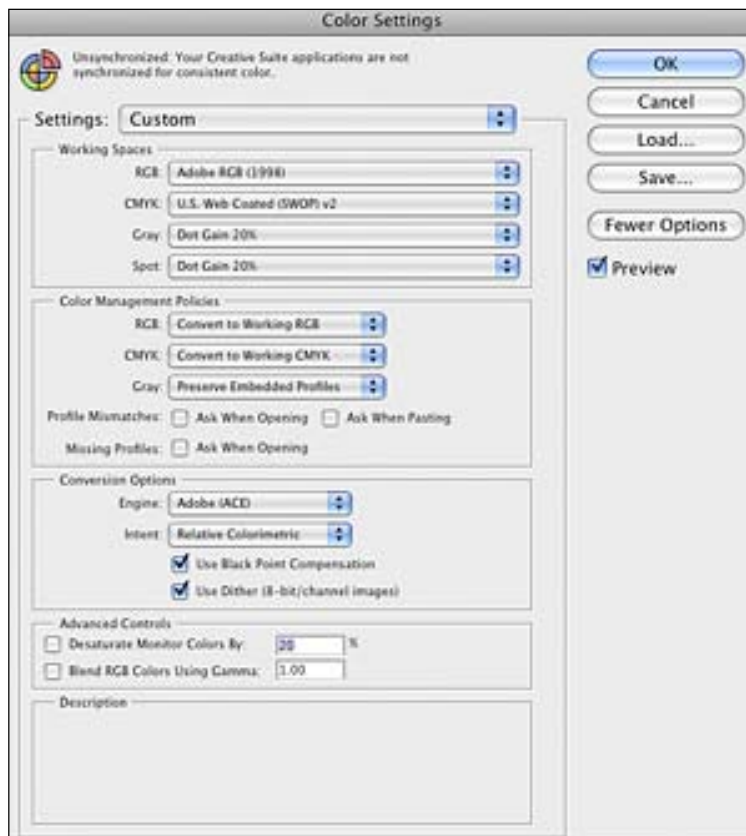
Adobe Photoshop and Adobe Illustrator Color Settings

1. Start the Adobe Photoshop, Adobe Illustrator program.
2. Open the "edit" pull down menu from to top tool bar and go to the "Color Setting" to match the settings to the image below. You may have to click the "More Options" button to view the full menu as seen here. Your version may have a slightly different appearance, however all of the same setting are provided.

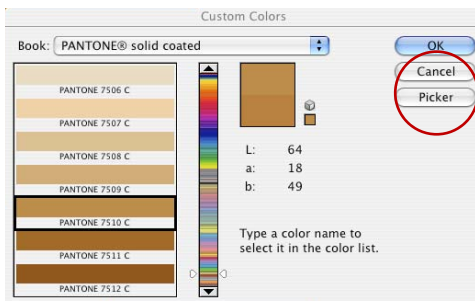
Adobe RGB (1998)
U.S. Web Coated (SWOP) v2

Convert to Working RGB
Convert to Working CMYK
Preserve Embedded Profiles

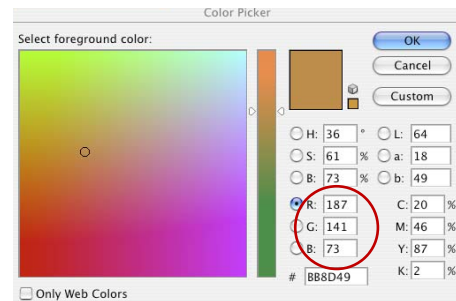
Adobe (ACE)
Relative Colorimetric



- Once you have defined the color space, please make sure you create your artwork at 100dpi and 100% or full size. If the canvas exceeds the 220" limit of the pasteboard, please create the graphics at 50% with 200dpi as the final resolution.

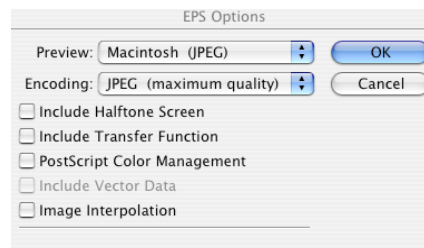


When in the Pantone Solid Coated section, click on the "Picker" button to view the RGB values



Use these RGB values in your Photoshop file in place of the PMS color

- Save your file in the RGB color mode as an .EPS file. Use the compression options shown on the screen below.



- Please Submit all final files 100% size and include all linked images and critical information that needs to be addressed. If you have any questions please feel free to call your sales representative for clarification.
- Your almost finished! Fill out the Skybay "Quick Check" form on page 7 and your creative project will be on its way to completion.