ViewPoint
SIGN AND AWNING

File Preparation & Submission

To insure your project files are processed in the most efficient manner.
ViewPoint provides the following guidelines for preparing artwork.
Feel free to call **800-636-3430** with any questions or concerns regarding file preparations.

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File Formats:

Preferred vector file formats: Convert all text/fonts to outlines (curves).
- .ai Adobe Illustrator (vector based)
- .eps Encapsulated Postscript (vector based)
- .pdf Adobe Portable Document (vector based)
- .plt Omega Composer (vector based)

Secondary vector file formats (less compatible): Convert all text/fonts to outlines (curves).
- .ps PostScript
- .fs FlexSign
- .cdr and .cmx Corel Draw

Preferred raster file format:
- .tiff and .tif Tagged Image File Format (please do not use LZW image compression)
- .bmp Bitmap
- .psd Adobe Photoshop
- .eps Encapsulated Postscript (pixel/raster based)
- .pdf Adobe Portable Document (pixel/raster based)

Secondary (compressed) raster file formats:
- .jpg Joint Photographic Experts Group
- .gif Graphic Interchange Format

File Preparation:

To avoid problems in file conversion/translation, please select all objects and text/fonts and convert to outlines or curves.
This converts editable text into uneditable graphic shapes or outlines (curves or paths).

Any raster images placed onto vector formats must be embedded not linked.
When possible, included a separate copy of any embedded/linked raster images (.tiff, .jpg).

Please be aware that using transparencies in any vector editing software such as Illustrator may cause random elements within
a document to rasterize unexpectedly. This can be identified by chunks of text or sections of artwork appearing pixilated or jagged.
Special effects such as drop shadows with soft or Gaussian blurs may also produce undesirable results.

Definitions:

Vector graphics - are made up of lines and curves which define geometric shapes or objects called vectors.
This type of artwork is "resolution independent". Output size can be scaled to any size without losing detail.

Raster images - use a grid (matrix) of tiny squares called pixels. Each pixel is assigned a color and locations.
This type of artwork is "resolution dependent". The more pixels the higher the resolution.
Output size cannot be scaled larger without losing detail (pixelation).

Vector/Raster hybrid graphics - are files with combinations of both raster and vector elements.
Possible hybrid formats include; .ai Adobe Illustrator, .eps Encapsulated Postscript, .pdf Adobe Portable Document, .plt Omega Composer,
.fs Flexi, .cdr Corel Draw

File Submission:

Supported media:
- 3.5" floppy disk
- CD-Rom or DVD

Electronic transfer:
- Email: Jay@viewpointsign.com
- FTP site: ftp://ftp.viewpointsign.com/
- Login User Name: viewpoint
- Password: client
- Login using all lowercase letter.
  (Due to security reasons these logins will change from time to time. Please call for current login info.)