

Skyline art production grids are available in PDF format which detail guidelines/restrictions when setting up art files.  
Please request specific grids pertaining to job from Sales Rep.

- Art Charges:** Skyline's in-House art dept:  
All revisions to customer supplied art and in-house creative/design time will be assessed a fee of \$100/hr  
Preflighting files up to one hour will be FREE. Additional time will be assessed at \$100/hr  
Customers utilizing Skyline's art dept. for creative/design services may request a quote for graphics prior to production.
- Preferred Software:** **Adobe Acrobat PDF** (no compression / fonts outlined)  
**Adobe Illustrator** (up to version CS5)  
**Adobe Photoshop**
- Acceptable Software:** Adobe InDesign (up to version CS5)
- Acceptable/restrictions:** InDesign: Outline all text (fonts), export as pdf with no compression
- Not Acceptable Software:** QuarkXpress, PageMaker, Acrobat, CorelDraw, PowerPoint, Word or Publisher.
- Storage Media:** CDs, DVDs, Skyline FTP Site
- File Set Up/size:**
- Setup all files at full print size. If working at a scale factor, please base resolution on final size.
  - **DO NOT** add bleeds or crop marks.
  - Murals must be supplied as a single document.
  - **OUTLINE ALL FONTS**
  - 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.
- Resolution:** Overall resolution should be at least 100 dpi at final print size.
- Color Mode:** Please make sure **Document Color Mode** is **RGB**, and specify critical pantone colors from the **PANTONE SOLID COATED** library.

### Ftp Site Instructions:

Skyline Displays of MA, Inc. allows clients to upload production artwork to our FTP Site.

If on a **PC**: close web browsers, open the "My Computer" icon, and type: **ftp://skyline:displays@ftp.skylinedisplays.com/pub/**  
If you are on a **MAC**: You must be using an FTP client, not a web browser.

For **OSX**, we recommend RBrowser: **http://www.rbrowser.com/rb\_download.html**

Click the "FTP Only" button when the software launches. Once you have an FTP Client, use this logon:

**Host:** ftp.skyline.com / **UserID:** skyline2010 / **Password:** displays2010 / **Directory:** pub

The maximum upload size per job is 300MB after compression. Please contact Art Dept. if file exceeds 300MB.

**After you have uploaded, you MUST let Art Dept. (rcronin@skylineboston.com) know you have uploaded artwork to the "pub" folder and supply the exact file name used.**

### Color Reference Vs. Color Match:

A "**Color Reference**" is usually a printed reference or specified Pantone value(s) that indicate your preference for how the printed product should look. There is no charge for this, therefore limited time is spent on achieving a closer match. If no color references are given, we print your job "As is".

We do not assume you want your output to look like your supplied print unless you specify.

A "**Color Match**" is a specific request for Skyline to spend additional time doing tests and reprints until the match is very close. The minimum charge is at least one hour of art time @ our Corporate Facility. If after one hour of testing and reprinting we have not achieved your Color Match, you will receive a call explaining the situation.

### Print Approvals (P&A):

**Recommended for all jobs!** It consists of a 16" h x 20" w print of your graphic, that shows the actual color and layout. Also, a 16" w x 20" h grain strip section is printed at final size that shows resolution & clarity. This is the **ONLY** option for a hard copy proof before final production. P&As are ordered per client request at an additional cost.

Skyline will endeavor to produce the finest quality graphics, however, will not be responsible to redo the graphic order for issues that would normally surface when a test print has been provided.