



File Formats Preferred (all graphics should be sent in their original/native formats*)

- Adobe Illustrator CS3 or earlier*
- Adobe Photoshop CS3 or earlier
- Adobe InDesign CS3 or earlier*
- Adobe Acrobat 8 or earlier (limited file manipulation)
- QuarkXpress 6.5 or earlier*
- FreeHand MX*

*please include all linked files

Fonts

- Include all fonts with files.
- If using Windows programs, please convert fonts to outlines.

Color

- Exact color matches are not always possible
- Reference PANTONE solid to process guide for printed solid colors
- PMS color specification required
- If color match is not specified, CEI cannot guarantee color output

Photoshop

- Placed files must be in layered format (to be edited for color matching and/or changes).
- Files should be at 100 DPI at FULL SIZE.

Illustrator

- Do NOT embed placed images
- Use spot colors from PANTONE library

Sending Your Files Electronically

- Email (under 5 MB)
- FTP - we recommend using ftp software for large graphic uploads and downloads.
- Please see the FTP page on the website for details.

Sending Your Files By Mail

- Send to your account manager at: CEI • 1119 Milan Street • Canal Fulton, OH 44614
- Enclose a hard copy of the file output for reference
 - CD
 - DVD