# Preparing Files for Output to a Large Format Printer

## RESOLUTION OF GRAPHICS

The process we use is governed purely by the desired end-result and size. Viewing distance governs the file setup and image quality. We use the following rules of thumb:

|  | Viewing Distance | Minimum Resolution (at full size) |
|---|---|---|
| Close | 1 to 3 feet | 200dpi |
| Close-Medium | 3 to 9 feet | 150dpi |
| Medium-Far | 10 - 20 feet | 100dpi |
| Far | 20 + feet | 75dpi |

## ACCEPTABLE FILE FORMATS*:

**.PDF – OR- .JPG, .TIFF**

PDF is what we recommend for both image and vector based designs as both vector quality and image compressions can be managed more efficiently.   All files should be "High Resolution".  This is still print, so although you're preparing files at a lower resolution than you are used to, you still need to make sure all your images are CMYK.

## TRANSMITTING FILES:

EMAIL YOUR FILES (less than 30mb) or LINKS (for files greater than 30mb) TO: **sales@thinkofficesolutions.com**

## BANNER SIZE AND MARGINS:

Our Stock X-Stand: 24" WIDE X 63" HIGH (no 3" rollup margin needed for X-Stand)
Our Stock Retractable Banner Stands: 24" WIDE X 79" HIGH | 33" WIDE X 79" HIGH | 36" WIDE X 79" HIGH



WIDTH

1" Margin for Foldover

Design the poster at the desired size.  For example a 24" x 63" poster should be designed at 24" x 63". Use the 1" and 3" margins as a reference **ONLY** when designing. Do not place any text/logos outside of the margins, in case poster should wrap into stand.

HEIGHT

3" Margin for Roll Up