VACKERSIGN
SIGNS FOR PARKS AND TRAILS

FILE PREP GUIDELINES

PROFESSIONAL DESIGNERS

FILE PREP GUIDELINES FOR PROFESSIONAL DESIGNERS

ACCEPTED FILE TYPES

Adobe InDesign, Illustrator, Photoshop or print-quality high resolution PDFs.

Packaged native files are preferred: (**.indd, .ai, .eps, psd, .tiff**). High-resolution PDFs (**.pdf**) are also acceptable (with ¼" bleed and crop marks, all fonts outlined or packaged, and all image links included, or embedded).

For PDF files exported or saved from non-professional design programs like MS Publisher and Powerpoint, please see "File Prep Guidelines for Non-professional Designers".

BEFORE YOU GET STARTED

Confirm or determine whether the sign panel(s) will be mounted with a frame or frameless. This will determine the visible portion of the sign.

Framed Panels:

Frame will cover about ⅝" the panel perimeter. Overlooking potential frame coverage can result in frame encroachment or "crowding".
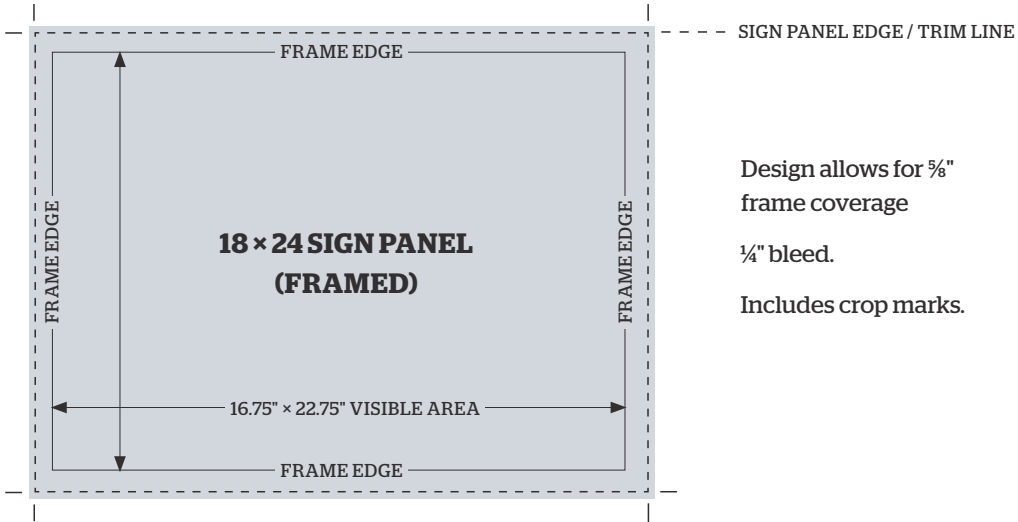
Frameless Panels:

For panels that will NOT be framed, it's suggested that graphic elements (text, photos, drop shadows, or any other critical elements) should be a minimum of ½" from the panel edge, unless intended to bleed off the panel edge.
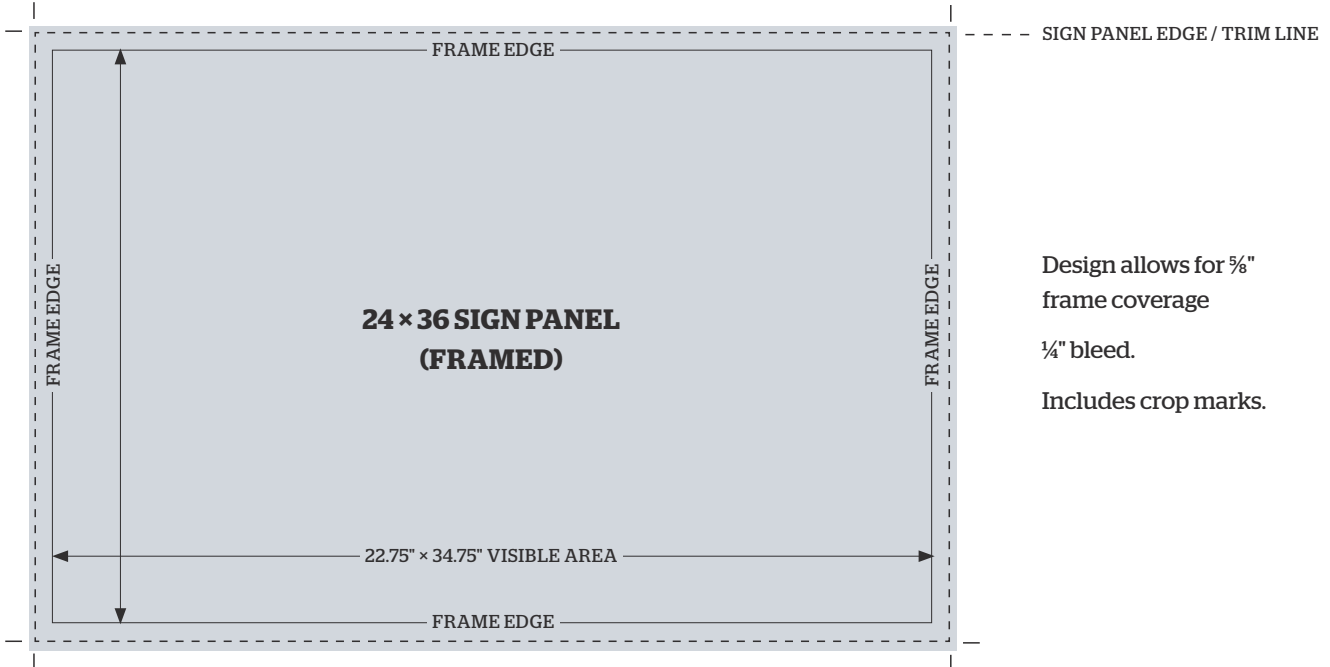
FILE PREP REQUIREMENTS

- ☐ If created in InDesign, Illustrator or Photoshop, provide native files and high resolution PDF.
- ☐ Sign design allows for frame coverage of ⅝" of the sign panel perimeter (applies to framed panels only).
- ☐ Artboard set up to 100% scale.
- ☐ ¼ inch bleed.
- ☐ Crop marks.
- ☐ CMYK color-mode.
- ☐ Fonts: submit all fonts in a font folder, or convert all text to "outlines" (preferred).
- ☐ Images at a minimum of 150 dpi, and embedded or included outside of the design file in a separate file folder.
- ☐ Submit individual files for each unique sign panel design. (No multi-page PDFs).

FRAMED SIGN PANEL

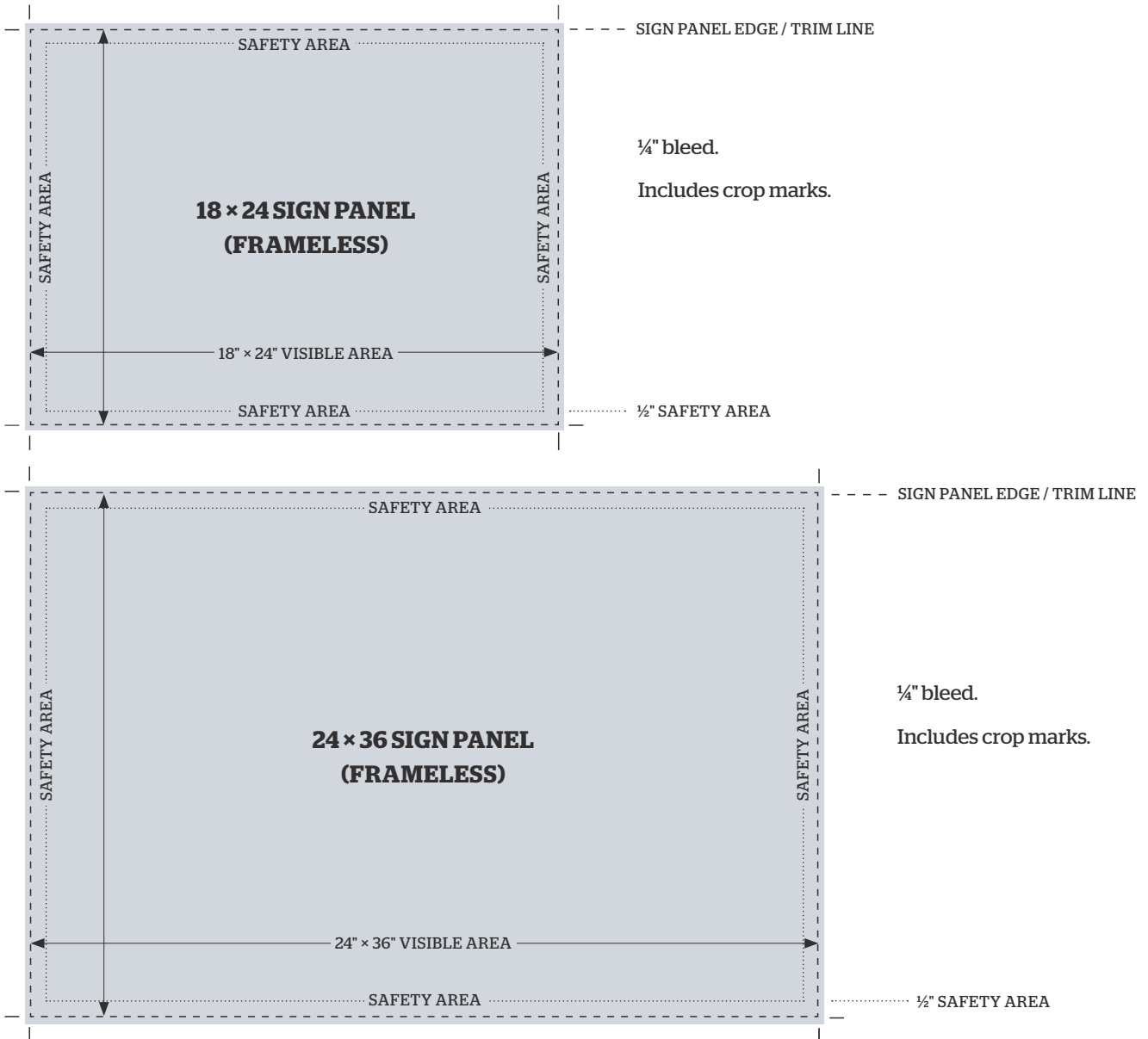Template available at **vackersign.com/resources**.

- - - - SIGN PANEL EDGE / TRIM LINE

FRAME EDGE

FRAME EDGE

**18 × 24 SIGN PANEL
(FRAMED)**

FRAME EDGE

16.75" × 22.75" VISIBLE AREA

FRAME EDGE

Design allows for ⅝"
frame coverage

¼" bleed.

Includes crop marks.

- - - - SIGN PANEL EDGE / TRIM LINE

FRAME EDGE

FRAME EDGE

**24 × 36 SIGN PANEL
(FRAMED)**

FRAME EDGE

22.75" × 34.75" VISIBLE AREA

FRAME EDGE

Design allows for ⅝"
frame coverage

¼" bleed.

Includes crop marks.

FRAMELESS SIGN PANEL

Template available at **vackersign.com/resources**.

SIGN PANEL EDGE / TRIM LINE

SAFETY AREA

SAFETY AREA

SAFETY AREA

**18 × 24 SIGN PANEL
(FRAMELESS)**

¼" bleed.

Includes crop marks.

18" × 24" VISIBLE AREA

SAFETY AREA

½" SAFETY AREA

SIGN PANEL EDGE / TRIM LINE

SAFETY AREA

SAFETY AREA

SAFETY AREA

**24 × 36 SIGN PANEL
(FRAMELESS)**

¼" bleed.

Includes crop marks.

24" × 36" VISIBLE AREA

SAFETY AREA

½" SAFETY AREA

BEFORE YOU SEND US FILES

File should be final.

Design should be final, fully proofed, spell checked and approved by all project stakeholders. Submitted files that have not been carefully proofed can cause significant delays in the production process and increase costs.

HOW TO SEND US FILES

Create a folder and name it with your agency or project name:

Be sure to include: All production files, links, and fonts (if your text has not been converted to outlines—outlined text preferred).

Zip/Stuff the folder into a compressed archive. Upload to Vackersign at hightail.com/u/vackersign.