

## Windship Graphic Requirements

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	Preferred	Acceptable
<b>Format</b>	Vector	Raster
<b>Color</b>	<b>PANTONE</b>	CMYK
<b>Bitmap Resolution</b>	300	150 ( <i>at 100%</i> )
<b>Image Size</b>	100%	>10% ( <i>please note scale</i> )
<b>File types</b>	ai, eps, pdf	cdr, psd, tif
<b>File Compression</b>	zip, rar	sit, sea
<b>File size</b>	under 5 MB	under 2GB
<b>Fonts</b>	convert to outlines	compressed ttf only
<b>Platform</b>	MAC or PC	MAC or PC
<b>Proof</b>	pdf	jpg, tif

### **IMPORTANT**

Embed all linked images, convert fonts to outlines, remove hidden/unnecessary layers/images/clipping masks, specify program with version # and provide a pdf/hardcopy proof. All artwork should not be skewed/disproportionate. Please include a 1/2" bleed for all artwork extending to the edges of the print.

In a separate text (.txt) file, be sure to include all pertinent information, including PMS colors, scale, bleeds, etc.

## Windship Graphic File Upload Procedure

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### **For files under 35 MB:**

1. Open your internet browser and go to [http://www.windship.com/HCU\\_upload.asp](http://www.windship.com/HCU_upload.asp)
2. Complete all contact information
3. Provide detailed instructions including any special requirements (i.e. PMS colors)
4. Compress your files into ZIP/RAR (be sure to include fonts and linked images)
5. Upload the file(s) using the Browse buttons
6. Double-check that all of your requirements are in the form
7. Click Submit and wait to be taken to the confirmation page

### **For files over 35 MB:**

1. Open your FTP software program (i.e. WS-FTP)
2. Create a new site with the following information:  
Name: Windship  
Host: windship.com  
Username: ftpwindship  
Password: 8creative
3. Connect to the newly created site
4. Upload files & close program
5. Send an email notification to:  
To: [info@windship.com](mailto:info@windship.com)  
Subject: File Uploaded to FTP site  
Message: Your contact information and a brief description of the file

### **For files over 750 MB:**

Please email your project details to [info@windship.com](mailto:info@windship.com).

If you receive any errors, please contact Bill Lintott at (780) 438-0111 x241, or contact your Account Manager.