

***DuraTech has, in-house, a fully computerized art department capable of handling almost any file format. By following the simple requirements listed on the following pages, transition of electronic file to printed part will flow smoothly.***

## **Art Department Information Requirements:**

### Prints

1. Legible notes, dimensions and graphics
2. All cutouts, corners, windows, buttons and overall part size specified
3. Graphic locations specified (if required)
4. All colors clearly specified in PMS colors
5. Tolerances listed
6. Typestyles used in part(s)

### Artwork

1. Printed samples (if available)
2. Customer supplied logos or graphic symbols (if available)
3. Compatible disks and programs used in file(s)  
(see Compatibility List page 4)
4. Copies of screen and printer fonts used in file(s)
5. Pictures files used in file(s)

### Preferred Artwork Formats in Order of Preference

1. E-mailed file
2. Computer disk (Compatibility List page 4)
3. As an attachment to [www.transferbigfiles.com](http://www.transferbigfiles.com) (large files or large quantities of files)

## **Guidelines for Creating Computer-Generated Artwork**

1. Convert text to outlines.
2. Do not add lines around dimensioned window or objects. It changes the overall size of the image dimensioned.
3. Do not use type smaller than 5 point as these can cause printing issues. Typestyles with serifs and varying brush strokes can cause copy to print incomplete.
4. Minimum line thickness of .005" (both in positive and negative form). For optimum print quality a minimum of .010" line thickness is preferred .
5. An electronic copy of the type font (printer and screen) should accompany each art file.
6. Use color in the art file for quick reference.
7. If art file is in kit/combo/set format, see "Kit/Set Guidelines" for further information.
8. The following file formats are acceptable:

### **Graphics file format**

	<b><u>Filename extension</u></b>
Adobe Illustrator (MAC/PC)	.AI
Adobe Photoshop (MAC)	.PSD
AutoCAD (PC)	.DXF, .PLT, .DWG
CAD (PC)	.IGES (3D Models only), .PRT
CADKEY (PC)	.PRT
CorelDRAW (PC)	.CDR
Encapsulated PostScript (MAC/PC)	.EPS
Micrografx Designer (PC)	.DRW
Micrografx Draw Plus (PC)	.DRW
Microsoft Excel (PC)	.XLC
Tag Image File Format (TIFF) (MAC/PC)	.TIF
Windows Bitmap (PC)	.BMP
Windows Metafile (PC)	.WMF
WordPerfect Graphics (PC)	.WPG
Corel Designer	.DES
SolidWorks	.SLD

### **Text file formats**

	<b><u>Filename extension</u></b>
ASCII text	.TXT
Rich Text Format (RFT)	.RFT

If you do not see your file format listed, please contact the art department.

## **DuraTech Art Services**

### Artwork

We produce 100% of our artwork on Macintosh computers. If customer artwork is available, we would like it to be provided on a computer CD or e-mailed to the art department. The program we use most often is Macromedia Freehand. For a complete list of MAC and PC formats supported, please refer to page 2 of this document. If artwork is not available in electronic form, we have high resolution scanning capabilities to accommodate hard copy artwork.

### Prints

DuraTech can create blue prints for customers who do not have access to making prints. These are used for graphics and construction approval and as an engineering reference.

### Proofs

Proofs are generally sent in PDF format via e-mail. Other electronic formats can be provided upon request. Hard copy proofs on film or paper can also be provided upon request.

### Quality Assurance

Artwork is inspected using a .010" graduated steel ruler.

### Design Services

DuraTech also offers full design services for your overlay projects. We have a highly trained professional staff available to work with your engineering or marketing department during the design phase of a project.

### Language Translation

We have a fully-bonded language translation service available to translate (from English) to any language. Typesetting the foreign language is also available.

### ANSI

DuraTech can work with you on your ANSI (American National Standards Institute) needs. We have many symbols already on file. An ANSI catalog is available for purchase at : American National Standards Institute at 212-642-4900.

### Special

Four-color process and gradient patterns are some of the special effects that are used to achieve unique designs. If existing parts use a dot pattern, a printed sample is desirable to match dot pattern.

### File Management / Storage

DuraTech electronically stores all art files of current parts. A copy of your art is available to you upon request.

### Other

If your art-related requirements are not on this list, please contact our art department or your customer service representative for further assistance.

## COMPUTER COMPATIBILITY LIST

### MACINTOSH COMPUTERS

Power Macintosh G4 (5)

Mac Minis (6)

### MACINTOSH SUPPORTED SOFTWARE

Macromedia Freehand –11

Adobe Illustrator—CC or lower

Adobe Photoshop—CC or lower

### PC COMPUTERS

Gateway 2000 E-3110 (3)

### WINDOWS 95 SUPPORTED SOFTWARE

Corel Draw—12

Corel Designer

Micrografx Designer Suite 2

Adobe Illustrator—CC or lower

AutoCAD Lt 2009

Rhino (CAD)

SolidWorks

### ACCEPTABLE MEDIA

CD

File transfer via e-mail (Preferred method)

Internet mailbox addresses: [artwork@duratech.com](mailto:artwork@duratech.com) or [krista.phillips@duratech.com](mailto:krista.phillips@duratech.com)

[www.transferbigfiles](http://www.transferbigfiles) for large files

### OUTPUT DEVICES

Hewlett Packard Laser Jet 5000N

Xerox

Dolev 800V Imagesetter

### SCANNING EQUIPMENT

Microtek Scanmaker i900

For more information or questions contact Krista Phillips, Art Director at Ext. 299.