

# Acceptable File Types

*Having your files in the right format and size is the key to getting the best results as quickly as possible.*

## FILE TYPES:

Adobe Portable Document Format (.pdf)

Microsoft PowerPoint (.ppt/.pptx)

Microsoft Word (.doc/.docx)

Tagged Image File (.tif or .tiff)



## Tips

Documents need to match the page size you are wanting printed.

Banners / Signs need to be a PDF and no less than 50% scale @ 200 d.p.i. or higher.

If you are working in the Adobe Creative Suite (Illustrator, Photoshop or InDesign) we require that you save your final design as a PDF, rather than the native .ai, .psd, or .indd file.

Microsoft Office allows you to "Save As" a PDF; we recommend this over submitting native Office files.