

Procedures for sending files to VSG

Artwork files should be set up using a VSG template. VSG can accept art files in a variety of formats. Templates are available for download in various common formats from our website.

Go to: www.vsginc.net/templates

Acceptable formats include:

- Illustrator (AI)
- Quark Xpress (QXD)
- Indesign (Ind)
- EPS (Encapsulated Post Script)
- Press Quality PDF

When setting up artwork please follow these guidelines:

- All images are CMYK
- All images are 300 dpi
- All text and logos (where possible) are vector art
- All files created in Illustrator have image files embedded
- All files created in Illustrator have fonts converted to paths or outlines
- All art files created in Quark or InDesign have been collected/packaged for output to include all necessary fonts and linked image files
- All art files for packaging artwork have a 1/8" bleed edge

To submit files to the VSG Graphics Department electronically, files will need to be compressed. Stuffit files for Macintosh users or zip files for PC users are acceptable. Please utilize any of the three options listed below for sending art files:

- Email
send to: cdgraphics@vsginc.net - recommended for files under 10MB in size.
- FTP
contact our graphics department to set up an FTP account for uploading larger or multiple files less than 100MB in size.
- CD or DVD
method recommended for files over 100 MB (uncompressed) or multiple files with larger files sizes.

Please contact the VSG Graphics Department for questions relating to other file types or if further assistance is required via email or our main number:

Email: cdgraphics@vsginc.net

Phone: 314-487-8045