

ARTWORK INFORMATION SHEET

This information is a guide for all customers supplying artwork for engraving or for our mask making service.

Linework ('Standard') Engraving.

To avoid any artwork charges, any images supplied should be:

- An image or text composed entirely from 100% black and 100% white. No colours and no greys. (A black and white photograph does *not* fit this requirement, because it is composed from black, white and every shade of grey in between).
- An image or text with crisp outlines.
- As bold as the design allows. If you are struggling to see the lines on paper, you won't see them engraved on glass.

Halftones ('Photographic') Engraving.

A halftone is used to create the effect of a tonal range in the engraving. This is the only way we can reproduce photographs (portraits, wedding pictures, pets etc) *onto* glass. This method may also be suitable for representing certain corporate logos and designs. If your logo/crest cannot be represented as a black and white image, a halftone will be necessary.

Please see our separate information sheet 'Halftone Engraving' for more information regarding requirements for this procedure, along with the information sheet '3D & 2D Sub Surface Laser Engraving'.

General.

All images should be supplied with sizing information – stating 'size as per file' is not sufficient. We have known file sizes to change due to compression ratios, different operating systems or when files have been converted to a different software package.

If sizes are not provided, the following will happen by default:

MASKS: We will make the masks the same size as the image(s) supplied.

ENGRAVING: We will size the engraving to suit the piece required.

Please Note: We will not accept liability for any masks or engravings produced that are different in size/ratio to your expectations if specific sizing information is not provided.

File/Artwork Types Accepted.

- Vectorised **.eps** and **.ai** files are preferable (compatible with Adobe Illustrator v10 or before).
- Vectorised **.cdr** files or any files compatible with CorelDraw (version X3 or before).
- High resolution uncompressed **.jpeg**, **.jpg** & **.tiff** files may be used if the above preferred files are not available.
- For photographs, **.jpeg**, **.jpg** & **.tiff** files are suitable, as well as Adobe **.psd** (version 7) files.

All of the above can be sent to us via e-mail or on a disk/cd. All files **must** be **PC** compatible. Please note that disks and CDs will **not** be returned, so make a copy for your own records before sending us any artwork.

- Images supplied on paper should be printed at a minimum of 600dpi, or drawn with a light fast black pen. The image should be at least the same size as the final result required. Please note that we no longer work direct from paper printed images, so any artwork provided in this manner will be subject to a scanning charge.



File/Artwork Types NOT Accepted as 'Final' Artwork.

- Faxed information. A fax can be sent as a guide, but any information on the fax will be redrawn/typeset. Fax quality is not suitable for final artwork.
- MAC files (computer files created on Apple Macintosh computers) that are not PC compatible.
- Files created in Microsoft office packages, such as Word (.doc) and Powerpoint (.ppt). Any files supplied in these formats will need to be re-drawn/scanned or typeset.
- PDF (.pdf Portable Document File). These files are mainly used for guidance purposes; some pdf files can be integrated directly into our graphics software, but others may not work properly (all dependent on factors used by the creator) – so for this reason we do not guarantee that pdf files can always be used for artwork.
- Images supplied as a film negative or positive can no longer be used as final artwork. Film positives will need to be scanned and *may* require some artwork to make the image suitable for engraving. Film negatives will need to be scanned and *will* need further artwork.

Where requested, a proof will be provided for all engraving orders as long as an e-mail address is provided. Proofs for mask orders are chargeable. Please be aware that delays in supplying artwork or approving proofs may cause a delay in the supply of the finished product(s).

We do reserve the right to refuse any artwork that may cause offence, or that we consider to be of an unsuitable quality.

Copyright for any artwork generated by The Glass Scribe International Limited will remain the property of The Glass Scribe International Limited whether or not a charge is made in respect thereof, and the artwork will *not* be released for any purpose.

If you have any doubts regarding artwork provision or requirements, please contact our offices; we will offer the best advice that we can to help resolve any problems and to give you the best result possible.

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