

AST Artwork Requirements

Custom Designed Graphics- designed by interior designer or graphic designer for project.

Custom Supplied Artwork- supplied or purchased by interior designer for project.

Custom Designed Graphics

1. Photoshop (psd), Adobe Illustrator v CS3 or CS5 (ai)
 - Image mode must be CMYK color mode.
 - CMYK color setting set at <U.S. Web Coated (SWOP) v2>.
 - Image size must be created to actual size of panel.
 - Image must have a minimum resolution of 100 ppi/dpi at full scale.
 - Files that contain text or logos must be submitted as a vector Adobe Illustrator file (ai).
 - Graphic files must not be interpolated to achieve higher resolution.
2. Color Hardcopy
 - A printed color hard copy of the digital file must be submitted.
 - Colors must be specified (i.e. PT 123) on the color hard copy.
 - Text must be specified (i.e. Arial, 9 pt) on color hard copy, if applicable.
 - A 4"x 8" area (to scale) must be marked for sampling purposes.

Please see Examples of Artwork Requirements on page 3 for submitting custom designed graphics.

Custom Supplied Artwork

1. Tiff file or appropriate high resolution file (some high resolution jpegs are acceptable)
 - Image must be scaled to fit actual size of panel.
 - Image must have a minimum resolution of 100 ppi/dpi at full scale.
 - Artwork files must not be interpolated to achieve higher resolution.
2. Color Hard copy
 - We recommend sending a printed color hard copy of your entire digital file.
 - Digital image information must be identified on the color hard copy.
 - Digital info to include: source info, item number, file size, file dimensions, resolution, and copyright info if available. - see example on page 4.
 - A 4"x 8" area (to scale) must be marked for sampling purposes

Please see Examples of Artwork Requirements on on page 4 for submitting custom supplied artwork.

AST Artwork Notes and Recommendations

Skyline Design's artwork notes and recommendations are intended to help clients achieve the best possible outcome, as exact color matches can not always be achieved.

Note: Not all colors can be matched precisely, as our AST technique is a digital process.

- Skyline Design recommends printing the artwork (during design development) to better determine the intended color outcome. Computer monitors may not accurately display artwork file color.
- Skyline Design will always use the client's digital artwork file as the color template. The hard copy is used to determine if specified colors fall within the CMYK output.
- If specifying Pantone Colors, Skyline Design recommends using the Pantone® Color Bridge™ (coated).

Note: Glass has inherent color qualities that may affect the overall appearance of specified colors.

- Skyline Design highly recommends specifying PPG Starphire® (low-iron) glass for any color sensitive artwork. Starphire glass has fewer inherent colors than clear glass. Still, Starphire glass is not 100% colorless.
- For translucent applications, please allow for light transmittance to effect how color reads through glass.

It is the client's responsibility to provide all artwork graphics and requirements in a format suitable for use by Skyline Design. The client is responsible for all graphic manipulation, as well as any color correction needed to achieve the expected color outcome. Exact color matches can not always be achieved by Skyline Design.

Skyline Design will provide QTY (1) - 4"x 8" "best match" sample on specified glass from the client's supplied graphic file. If originally supplied artwork or graphics need to be modified for any reason, additional samples (sample size is 4" x 8") can be purchased for a minimum fee of \$175.00 each. It is best to allow for extra sample time in the project schedule.

Please sign below if purchasing a sample, mockup, or if placing the actual order using client-supplied graphics or artwork.

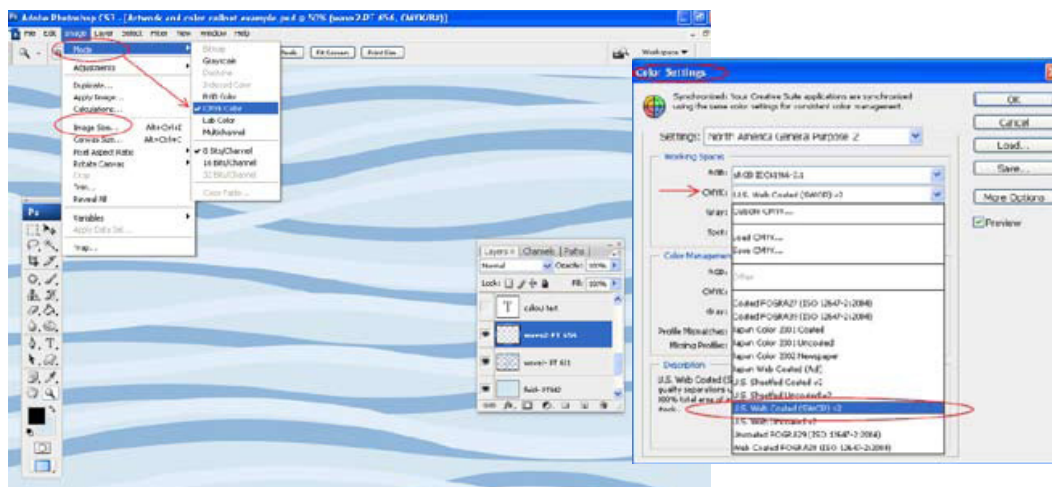
Signature _____ **Quote #** _____ **Date** _____

Examples of Artwork Requirements

Skyline Design will always use the client's digital artwork file (psd or ai) as the actual color template for the sample and for actual project production. A color hard copy is to help determine if specified colors fall within CMYK output, and should also help the client better visualize potential color outcome.

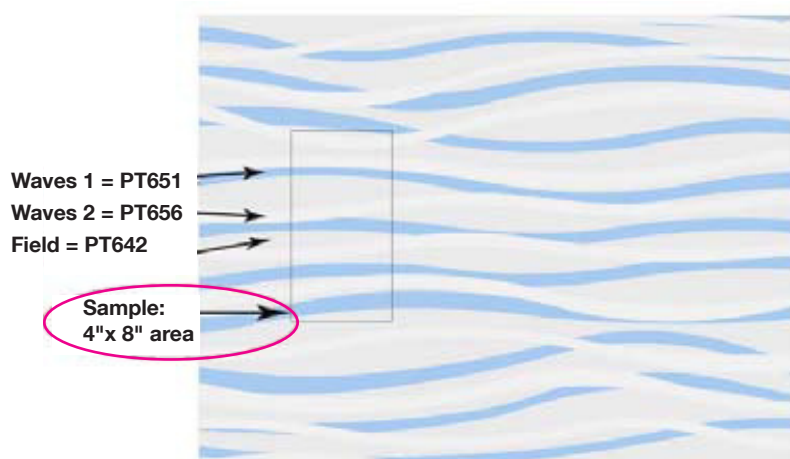
Example of Custom Designed Graphic file

Note: Image mode is in CMYK color. And CMYK color setting is set to U.S. Web Coated (SWOP) v2. Image size is created to exact panel size.



Example of Color Hard Copy Custom Designed Artwork

Note: A 4"x 8" sample area is indicated on printout. All colors are specified and called out.



Project name, design firm, file type submitted, and print date

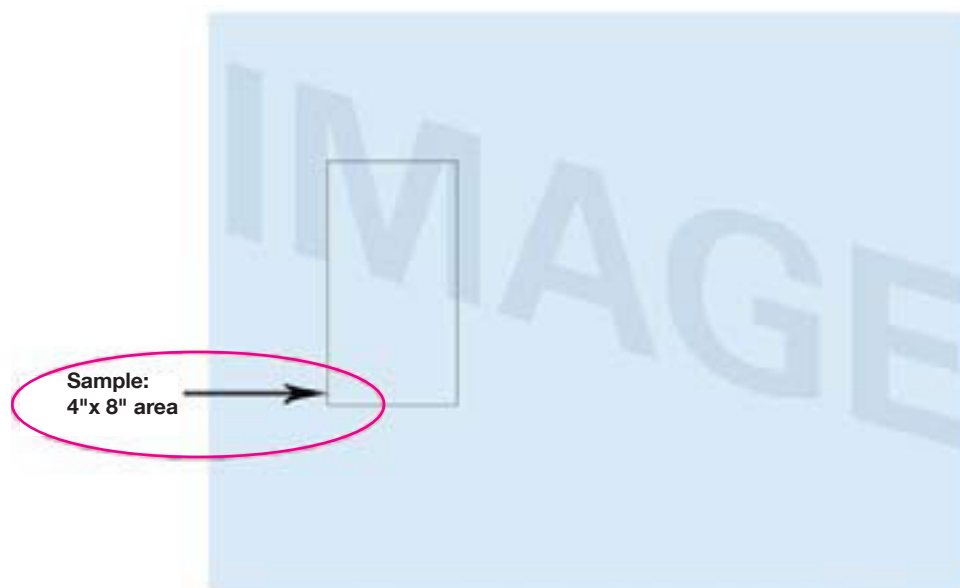
ALL file names should include: project name, design firm, date, and version

Examples of Artwork Requirements

Skyline Design will always use the client's digital artwork file (psd or ai) as the actual color template for the sample and actual project production. The color hard copy is to help determine if specified colors fall within CMYK output and should help client better visualize potential color outcome.

Example of Color Hard Copy of Custom Supplied Artwork

Note: A 4"x 8" sample area is indicated on printout. All digital Info is included on hardcopy.
Digital Source info (Fotosearch), item number (12345); file size (54 MB), file dimensions (24"x 18"), resolution (300ppi), and copyright info if available.



Project name, design firm, file type submitted, and print date

Digital source info. (ie Fotosearch), item number (ie 12345), file size (ie 54 MB), file dimensions (ie 24"w x 18"h), resolution (ie 300 dpi), and copyright info if available.

ALL file names should include: project name, design firm, date, and version

Artwork Submission

Submit via FTP site, or mail artwork file and color hard copy together as one complete package.

Example of Custom Supplied Artwork

The digital artwork file may be submitted on a CD or uploaded to an FTP site.

Note: The file must be named to include: project name, design firm, date, and version, i.e. **ABCproject_SkylineDesign_081611_v1**

Submitting a CD and Color Hard Copy

A CD must be labeled the same as the digital file— with the project name, design firm, date, and version. The digital file must be formatted to meet Skyline Design's Artwork Requirements listed on page 1.

Skyline Design recommends sending a color hard copy of your artwork. This printout must also be labeled with the project name, design firm, file type, version, and date. The color hard copy must include all Skyline Design Artwork Requirements listed on page 1.

Note: A 4"x 8" sample area is indicated on the printout, and all digital info is included on the hard copy: Digital Source info (Fotosearch), item number (12345); file size (54 MB), file dimensions (24"x18"), resolution (300ppi), and copyright info if available.

NOTES:

Digital file must be received before Skyline Design will proceed with a sample or project production.

If submitting a CD, please double check the CD with the digital artwork file for any errors prior to sending.

Please make an extra copy of the CD. Skyline will not return any project CDs after submission.

Shipping Address and FTP Site Address

Please use the following addresses for artwork submission.

Shipping Address:

Skyline Design
1240 N. Homan Ave.
Chicago, IL 60651

Please include your Skyline Design contact and project name on the package. If you are not sure who your Skyline Design contact is, please check your formal quote or order acknowledgement. Or feel free to call us toll free at (888) 278-4660.

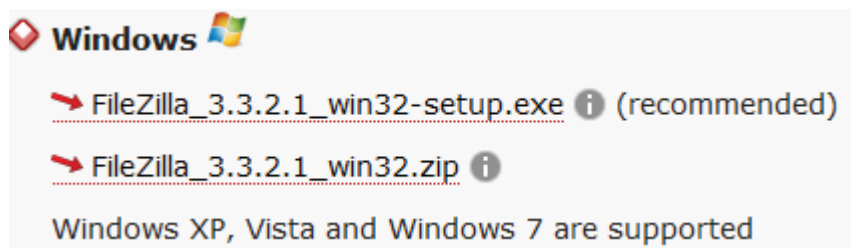
FTP Site Address and Instructions:

Note: Please contact your Skyline sales support representative for username and password information, and when uploading a file/folder to the server, please email the document's name to your rep.

Skyline Design suggests downloading and installing FileZilla software. Alternative programs for gaining FTP access are available, and if you are familiar and comfortable with using one these methods, please continue doing so. We are most familiar with FileZilla. To gain access to the site, you will need to contact Skyline Design for username and password information. If you prefer, you may mail a disc with high-resolution images/files to Skyline Design at the address listed above. For any issues or problems encountered with the upload of your file(s), please contact us for technical assistance. Thank you.

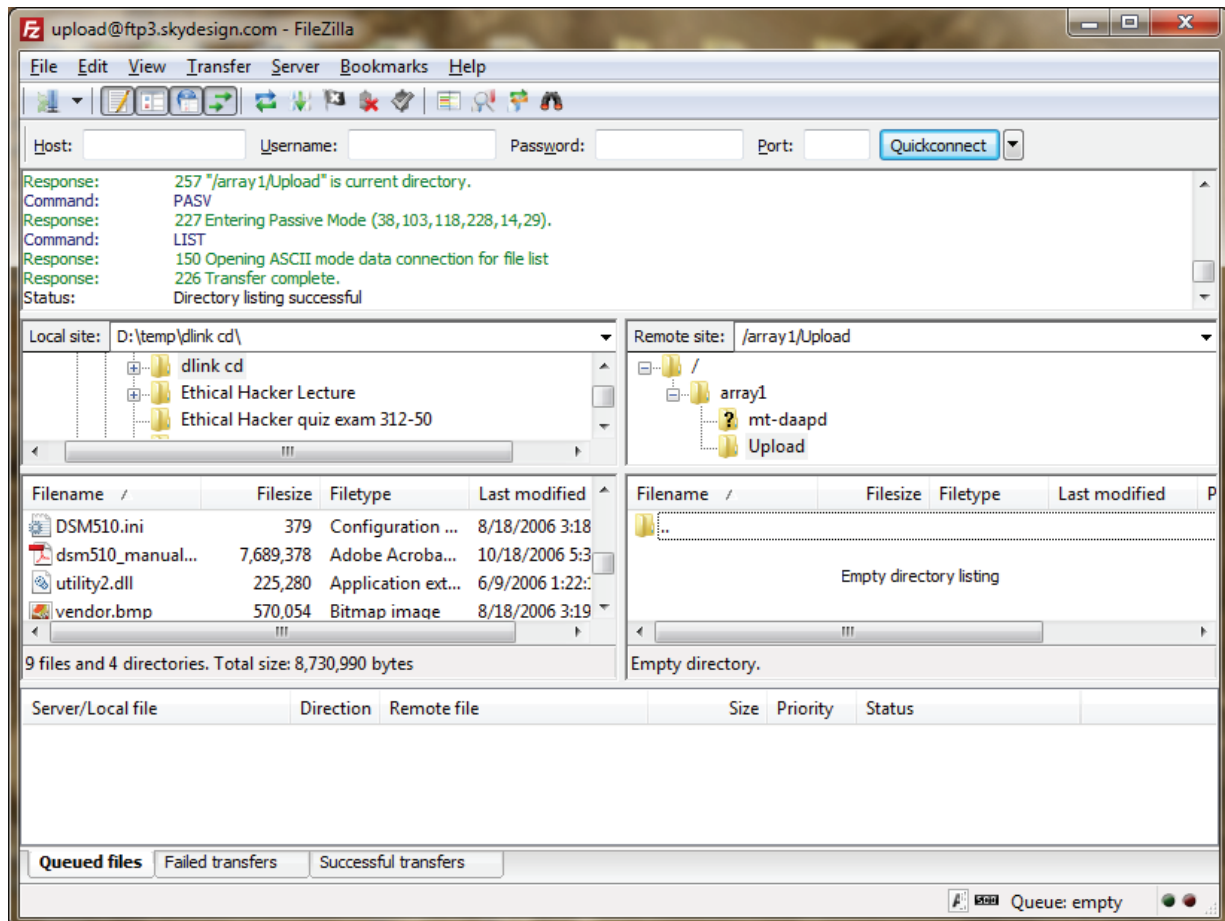
Please download FTP CLIENT SOFTWARE:

<http://filezilla-project.org/download.php>



Install, run FTP client, and contact Skyline Design for login information.

The window below will appear in your browser. Once you have obtained the host name, username and password from a Skyline employee, enter them, and click **QuickConnect** to log in.



The left pane shows local drives on your PC. The right pane shows folders on the FTP site.

To **upload/transfer** files to the FTP:

- Double click the “array 1” folder that appears in the bottom right pane.
- Double click the “Upload” folder that then appears. You will eventually drop files into this folder or into a specific folder within this folder (if you know you have a file transfer folder located here, please navigate to it now).
- Browse the “Local Site” folders and files from your computer (on the left side of the window) to find the folder or file you wish to upload.
- Drag the file/folder directly over and into the “Upload” folder (or your specific folder, if applicable).
- Watch the text box and tabs at the bottom of the screen as your file(s) transfer. These will indicate if the file(s) were sent successfully, or if the attempt resulted in a failed transfer.
- Email your Skyline contact when the file has successfully transferred, or contact us if you experience trouble.

Having Trouble? Contact Skyline Design, or refer to this guide:

<http://wiki.filezilla-project.org/Using>

To **download** files from the FTP to your computer/device:

- Double click the “array 1” folder that appears in the bottom right pane.
- Double click the “Download” folder.
- Search the “Download” folder for the file(s) or folder(s) you wish to download.
- Browse the “Local Site” folders on your computer (shown in the left window pane) to find the folder you will download and save the file(s)/folder(s).
- Drag the file(s)/folder(s) from the right side of the screen directly over and into the folder on your computer where it is to be saved (or drag and drop to your desktop).
- Watch the text box and tabs at the bottom of the screen as your file(s) transfer. These will indicate if the file(s) were retrieved successfully, or if the attempt resulted in a failed transfer.

Having Trouble? Contact Skyline Design, or refer to this guide:

<http://wiki.filezilla-project.org/Using>