Custom Shop Graphics Guidelines

1. Board graphic design should be provided as an Adobe Illustrator (AI) file or an EPS file.

2. Create outlines on type (lock fonts).

3. Include high-resolution graphic elements in EPS, TIFF or PNG format

4. Include a print-quality PDF version of the design document.

5. The document size should be 2" larger than the graphic designed area on all sides.

6. Place trim (printer) marks on all four corners of the board graphic. Trim marks should be two lines crossing each other at 90 degrees to form a cross hair.

7. Bleed to the edge of the document's design area.

8. Caution: The design should consider that a portion of each side will be covered by the frame and, if selected, the marker tray.

9. The frame will cover 5/8" on all sides.

10. If a marker tray is selected, that will cover 1.25" of the bottom of the board.

11. Graphic will be printed 4-color (Cyan, Magenta, Yellow and Black), on a wide format HP inkjet printer. If the graphic calls for a specific Pantone® color, we will use process colors to come as close a possible. Refer to a Pantone® Solid to Process Color book to get an idea of how the process color will compare to the Pantone® spot color.

12. Identify all graphic elements with your organization's name.

13. For wood framed boards please call customer service 1-800-335-7319

Layout Example for a 4x8 Custom Printed Whiteboard

ALUMINUM FRAME - TOP

ALUMINUM FRAME - SIDE

ALUMINUM FRAME - SIDE

EVER *White*®
Custom Shop

4' x 8' DRY ERASE BOARD

43.625" x 91.75"
maximum live copy area for non-bleed images

ALUMINUM FRAME - BOTTOM
ALUMINUM MARKER TRAY

.625"
.625"

.625" - Frame Only
1.25" - Tray

4'

8'