



**For Better Digitizing
For Better Embroidery**

Art Requirements

TME has adopted the following guidelines to assist you in submitting art that will ensure that your design will be recreated in the highest possible methods by our digitizing department. Some art formats that you supply will be acceptable and can immediately go to our digitizing department. Other art formats must first go to our art department and must be recreated or edited in some way to meet our minimum requirements.

Digital Art Formats

Art may be sent via email to art@1tme.com

To expedite your order, all e-mailed art must include your company name, your name, your phone number, and detailed instructions for each logo. Information such as finished size, garment location, garment type and color must accompany each emailed attachment. E-mails without this pertinent information may result in delays.

Acceptable "Digitizing Ready Art" formats

TME can accept your art digitally if you follow these guidelines. Send an editable, vector-based version of all files. We are PC based and cannot accept any MAC formatted designs. All fonts within the digital document must be converted to outlines or curves, Otherwise font substitution will occur and the integrity of the design will have been changed. When available, you can include your true type font in a separate emailed attachment.

*.**CDR** (CorelDraw native format) Version 12 or earlier. Art documents must be vector based to be acceptable. Bitmaps imported

within a CorelDraw document will require art recreation and will be charged accordingly.

*.**AI** (Adobe Illustrator) Version 9 or earlier. Art documents must be vector based to be acceptable. Bitmaps imported within an Illustrator document will require art recreation and will be charged accordingly. Corel applications cannot import AI files containing bitmaps linked as EPS files. Fonts must be converted to outlines.

*.**EPS** (Encapsulated PostScript) These files can be imported and exported from both CorelDraw and Illustrator. Again, only vector images created from CorelDraw or Illustrator should be exported to EPS. If Bitmaps are included within these documents, the bitmap portion will require art recreation and will be charged accordingly.

*.**PDF** (Portable Document Format) This is a file format designed to preserve fonts, images, graphics, and formatting of an original application file. Using Adobe Acrobat Reader and Adobe Acrobat Exchange, a PDF file can be viewed, shared, and printed by Mac OS, Windows, and UNIX users. Adobe Illustrator 9 and later use Portable Document Format (PDF) files for their native format using the filename extension .ai Bitmaps imported within a PDF document will require art recreation and will be charged accordingly.

Formats that require "Art-Time" to become "Digitizing Ready Art"

(**JPG**) Joint Photographic Experts Group, (**TIF**) Tagged Image File Format, (**PNG**) Portable Network Graphics, (**GIF**) Graphic Interchange Format (**BMP**) Windows Bitmap, (**CGM**) Computer Graphics Metafile, (**DOC**) Microsoft Word Document