What to include in email or on disk:

- Is it a **quote** or an **order**?
- Specifications for product (size, type of material, paint, process, etc)
  - This information can be included in your email body or written within the files themselves.
- Artwork
  - This will vary depending on the type of product you are requesting. Gemini prefers vector art, which means all text is converted to "outlines" or "curves". You may also send unconverted text if your type is being set in one of Gemini's standard fonts or if you send a font file as a separate attachment (must be preapproved). Images for photo inserts should be left untouched and be a separate attachment altogether. However, it is acceptable to include them on your vector art for reference purposes.
  - Total Email attachment size may not exceed 10MB. If you are sending in anything larger, you can use our FTP site at   gemini.filetransfers.net   to upload your artwork.

What File Types are accepted?

Gemini primarily works in Adobe Illustrator but we can use many different file types commonly associated with vector art programs, this includes but is not limited to:

- Vector Art
  .AI (Adobe Illustrator)

  .EPS

  .CDR   (Corel Draw)

  .FS (FlexiExpert)

  .PDF

  .DXF

  .PS

  .PLT (Gerber Composer)

- Raster Images (Bitmaps, photos, etc.)
  .tif
  .psd   (Adobe Photoshop)
  .png
  .gif
  .jpg
  .bmp

If you are having us set the text in one of Gemini's standard fonts or a font you have provided, there are several ways you can get the text to us. You may type the requested text in the email, in a Microsoft Word/Excel document, or plain text file.

Optimal Artwork Information:

While we can work from almost any file, the art process can flow more easily by following these tips:

- Sending your art in one of the above named file types.
- Sending in clear and untouched images if doing a photo insert (300dpi is optimal).
- Double checking your vector art and cleaning up any jagged edges created by tracing or converting the file.
- Calling ahead with any concerns or questions about your art. We are here to help!

Full size proofs (line drawings) are available at an additional charge.