

# UPLOAD & APPROVAL INSTRUCTIONS

START HERE!

So you've placed your order? Well, now it's time for the fun part - artwork submission! Below you will find four simple steps covering templates, uploads and approvals. If you hit a snag at any point, please feel free to reach out to our Graphics & Prepress team. Thanks for working with Ace Displays!

PHONE 888 777 0223

EMAIL [graphics@acedisplays.com](mailto:graphics@acedisplays.com)

WEBSITE [www.acedisplays.com](http://www.acedisplays.com)



## 1 OUR TEMPLATES

We regularly update our templates, so the first step is to make sure you are using our latest, greatest artwork templates. You can download the latest template from the link in your order confirmation email, or by clicking the DESIGN TEMPLATE link on the product page on [acedisplays.com](http://acedisplays.com)

If you design your artwork without using our template, you will almost certainly encounter sizing errors when your proof is created. It's very important to start the process correctly by using our template. If you have any questions prior to uploading, please do not hesitate to email our Graphics & Prepress Department at [graphics@acedisplays.com](mailto:graphics@acedisplays.com).

**93.6% of proofing & production delays arise from templates not being used or followed.**

## 2 WE'LL EMAIL YOU

Once your order is placed, please allow us a little time to verify and create your order in our artwork approval system. As soon as your order is verified you will receive an email notifying you that an **Order** has been created in our approval system and that there is a **Job** in a state of Waiting for Artwork.

PRO TIP:

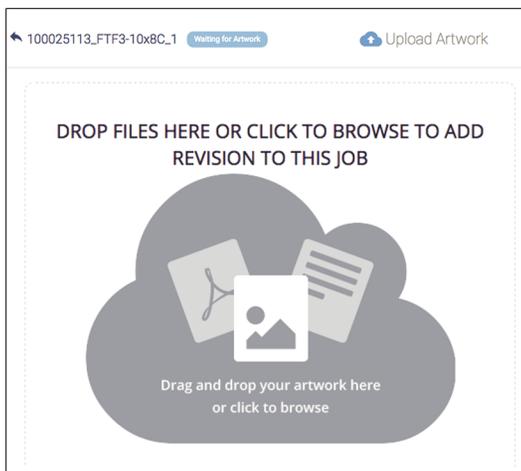
*While Order is pretty clear in definition, think of the term Job more as Product or SKU. For example, if you've ordered a display and a podium graphic, there will be two Jobs in your Order. You will need to upload and approve each of these two artwork files before the order can move into production.*

## 3 UPLOADING

Once you receive the email, click the button that says: "GO TO JOB." This link will take you directly to the **Job** in our artwork approval system.



To upload your artwork, either click the "Upload Artwork" button to browse your computer for your artwork file, or drag-and-drop your artwork directly on to the window.



Leave your browser tab open while the upload completes. The uploaded file will be processed and a proof will be created. This generally takes a few minutes but the larger the file, the longer it will take - thanks for being patient!

**Don't close your browser during the upload process!**

You'll know the order is still being processed if you see the Processing icon.



## 4 APPROVING

Once the proof is ready you will receive an email notifying you that the job is Awaiting Approval. Click the "Click here to view »" button in order to view the proof in your browser.



Continue to Page 2.

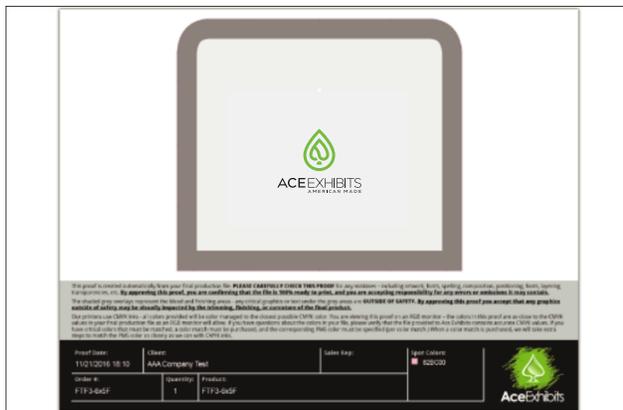
# UPLOAD & APPROVAL INSTRUCTIONS

START HERE!

## 4 APPROVING

**!** Review your proof carefully!  
All approvals are final!

The "Preflight Report" button will open a window with preflight information about your file - take careful note of any errors.

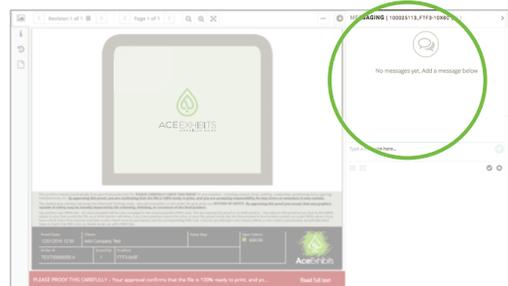


PRO TIP:

The bleed area is cropped off the proof, and the grey overlay around the border indicates the unsafe area. In general, critical logos, text, etc. should **not** be under the grey unsafe area.



If you have any questions about your artwork, please use the comments pane to send a message to our Graphics & Prepress staff.



If your artwork looks correct and ready to print, click the green "Approve" button and we're on our way!

Approve
  Reject

PHONE 888 777 0223

EMAIL [graphics@acedisplays.com](mailto:graphics@acedisplays.com)

WEBSITE [www.acedisplays.com](http://www.acedisplays.com)



**!** All Jobs associated with an Order need to be approved before we can begin production!

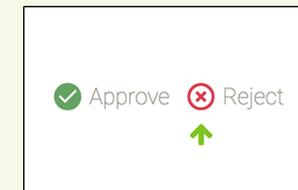
PRO TIP:

Our Graphics team will review your artwork AFTER you approve it. If a problem is found, Graphics may un-approve your artwork and message you with details. Please be ready to communicate with Graphics to quickly resolve any issues and avoid production delays!

If necessary...

### REVISION SUBMISSION

If for any reason you'd like to upload a new file, click "Reject."



This will change the status of the job to Waiting for Revision and will allow you to start over again at Step 3 once you're ready!