

Preparing COI images for Ethospace Face Tiles—Instructions for Graphic Designers

This document includes: Instructions for preparing and submitting your COI images
 Instructions for importing vector files
 Scanning guidelines

Please note: Herman Miller cannot accommodate requests for large image application across multiple tiles.

1 Setting Up Color Space

In Photoshop, do all design work in RGB color, using the Adobe (1998) working space.

2 Templates

A template list is included with the templates download for Ethospace face tiles. The list gives you the size of each template as it corresponds to each product. NOTE: Templates are sized correctly at 100 dpi. Printing is available only on 16-, 22-, and 24-inch-high tiles.

3 Bleeds

Bleeds are included in all Ethospace face tile templates. Each template shows the bleed lines (Figure 1). The bleed area is approximately 1 inch top and bottom, 3/4 inch on the sides. These bleed areas are where the tile wraps around the frame. The image should bleed off the edges of the template. The tile face lies within the bleed lines.



Figure 1—1-inch bleed top bottom, 3/4-inch bleed on sides.

4 Getting Image Numbers

The Herman Miller dealer in charge of the project should e-mail you a list of the image numbers. If this is not the case, then obtain the image numbers:

- a Contact the Herman Miller dealer in charge of the project.
- b Tell them how many designs you will submit.
- c The dealer will provide you with a 4-digit alphanumeric image number of each design (for example, D123). If the same design is used on multiple sizes of screens, you will be given just one number for all sizes.

5 Saving & Naming Files

The template files are named as follows: Image number (Dxxx) + Product Code + Size.

Template files are prenamed with everything but the image number, so all you need to do is enter the image number. After opening the template, save the image as a flattened tiff, and fill in the image number (Dxxx). For example, if your image is for a size 16x36 Ethospace face tile and your image number is D123, your file name would be D123 E1420 1636.tif

6 Submitting Files

Once you have saved your designs, you have two choices for submitting your files.

- a If you have a small number of files (less than 300 total megs), you can upload them to our FTP site. E-mail brian_baker@hermanmiller.com for access information to the FTP site.
- b If you have a large number of files (greater than 300 total megs), it is best to burn a CD and submit it by mail. Label your CD(s) with the customer name or project. We are able to read both Mac and PC files

Mail CD(s) to: Herman Miller, Inc.
COM Dept./MS 0161
855 E. Main
Zeeland, MI 49464

Importing Vector Files

- a Save your artwork as an eps file.
- b In Photoshop, open the product template you downloaded from Herman Miller.
- c Go to File>Place. Find your eps file, select it and click Place.
- d Your eps image appears with a bounding box around it.

- e Hold the shift key and grab one of the corner points to resize the image. Resizing at this stage ensures the sharpest result.
- f Once you have sized the image to your liking, press the enter key to complete the import.

The image is now rasterized and has its own layer.

Scanning Guidelines

It is always better to scan original film (slides, negatives, or film-based prints) or use a digital photo. Scans from books or magazines will show the halftone pattern as moirés when printed.

If you want the best resolution from a photograph, begin with a photo that is at least 5x7 at 300 dpi. You will then need to crop the scan to fit into the template. You must consider the shape of the product when scanning. For example, if your image or artwork is going to be applied to a 48-inch-wide Ethospace face tile, you need to crop it to fit the long, horizontal shape of the product. In this situation, you may need an image with a higher resolution. Keep in mind that the Ethospace face tile fabric is opaque, so it will show detail and sharpness better than the standard multiscreen fabric for Resolve.

Designers and customers should ensure that all copyright laws and creative intellectual property rights related to the creation and display of image designs are within legal and ethical guidelines.