

1 Getting Image Numbers

Once the dealer and customer determine the number of designs and the product type and size they will be applied to, the dealer gets the image numbers, one for each design. Next the dealer passes on each image number, product type and size to the graphic designer. They will use the image numbers when naming their files. The dealer will use the image numbers when ordering.

To obtain image numbers, contact the COM team:
com_team@hermanmiller.com
or
1-888-443-4357, ext. 3400 (Option 2)

2 Ethospace Templates & Product Frame Size

The Ethospace templates have a blank white background and are the exact size and resolution for each product screen.

The fabric screen (and template) dimensions are slightly larger than the listed product size. For example, the fabric screen size for a 16 inch high by 42 inch wide Ethospace screen is actually 19 inches high x 42.5 inches wide including bleeds (see Step 3). The templates available online include all 3 product types of Ethospace screen: Monorail (E1510), Modesty (E1501), and Work Surface Attached (E1500).

3 Bleeds

Bleeds are included in all Ethospace templates. Each Ethospace template shows the bleed lines as guides in Photoshop. To see the guides go to View<Show<Guides. The bleed is approximately 1 inch around the entire template.



4 Setting up Color Space

In Photoshop, do all design work in RGB color, using the Adobe 1998 working space. To set up the color space, go to Edit<Color Settings. At the top you will see “Working Spaces”. In the RGB section scroll down and select the Adobe 1998 color space. In the second section you will see “Color Management Policies”. Make sure Preserve Embedded Profiles is selected. This will retain important color data when you save your file.

5 Ethospace Image Placement

Each Ethospace screen is double sided, and since printing is available on each side, there are 3 options available for imaging.

a Print on one side (A) and use a solid-color multiscrim fabric on the other side (B). This prevents the image from being seen from the other side (contact dealer for list of solid color fabrics).

b Print on both sides. The translucent fabric will cause both images to be visible from each side. (Figure 1)

c Prepare one image for printing on one side of the screen, then flip it for printing on the other side—like a mirror image. Both sides will line up. (Figure 2)

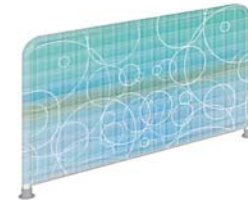


Figure 1 – image applied the same on each side so opposite image can be seen.

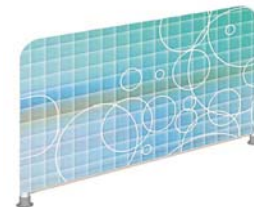


Figure 2 – image mirrored

6 Placing images & vector graphics

All images, scanned artwork or vector graphics must be brought into Adobe Photoshop or Photoshop Elements and placed in the templates. To open the templates, go to File<Open and find the blank template for the product size you are designing. If you are creating an original design using Photoshop, design within the space of the template.

a Placing digital photos or scans

When placing digital photos or scans, paste them into the template, and crop or resize to fit as desired. Minimum resolution for digital photos should be 1200 x 1600 at 72 dpi. Scans should be at least 5x7 at 300 dpi. Once pasted in, you may need to resize further, but there is sufficient resolution to produce a quality print.

Images, background colors or patterns should fill the entire template and bleed to the edges to avoid white areas along the border. Keep key text and graphics a few inches away from the bleed lines so they are not cut off during assembly

b Placing vector graphics

- i With your template open, go to File>Place. Find your .eps or illustrator file and click Place.
- ii Your image appears within a bounding box. To move the image, click and drag within the box. To resize the image, hold the shift key and grab one of the corner points of the bounding box.
- iii Once you are satisfied with the size and placement, double click the center of the box or hit Enter (Return for Mac) to complete the place. The image is now a Smart Object and has its own layer. It will maintain its crisp, sharp edges as long as there is no additional resizing.

7 Naming & Saving Files

Once you have placed your images, artwork or graphics in the template, you can save it in one of two ways. If you are submitting a photographic image, save it as a jpeg at the highest setting (10-12). If you are submitting artwork with graphics and text, save it as a tiff using LZW compression. When saving and naming the file, simply enter the image number in the prefix of the template file name. The templates are prenamed with Image number (Dxxx) + Product Code + Size. For example, if your image is for a size 16x42 Ethospace monorail screen and your image number is D123, your file name would be D123E15101642.jpg. It doesn't matter which image number you use on which design, as long as the dealer has the final file names to use for ordering.

8 Submitting Files

Once you have saved your designs, you can either burn a CD and mail it in or upload your images using our FTP site. If you have more than 100 megs of images you may not want to use the FTP site as upload times will be very high. Please note: we at Herman Miller assume that either you are the copyright owner, or that you have permission to reproduce any artwork submitted to us. Herman Miller is not liable for any copyright infringements.

Mailing CDs

Burn your CD and label it with the customer name or project.

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

FTP Site

E-mail the COM team for the FTP site link and password:
com_team@hermanmiller.com