

# Preparing COI images for Resolve Screens—Instructions for Graphic Designers

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

## 1 Setting Up Color Space

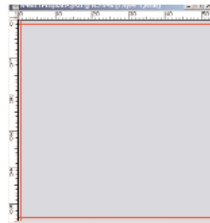
In Photoshop, do all design work in RGB color, using the Color Match working space.

## 2 Templates

A template list is included with the templates download for Resolve. The list gives you the size of each template as it corresponds to each product. NOTE: Templates are sized correctly at 100 dpi.

## 3 Bleeds

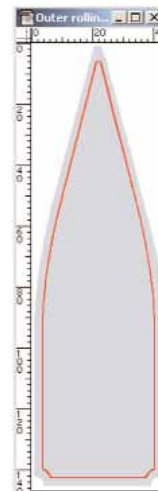
Bleeds are included in all Resolve templates. Boundary screen and flag templates show the bleed lines. The bleeds for canopies and rolling screens are not visible, but are 1 to 1-1/2 inches and are built into the templates.



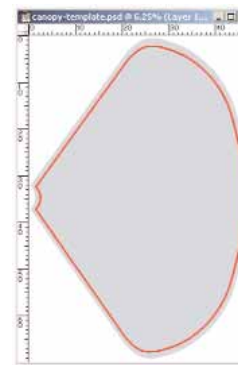
**Boundary Screen**  
1" bleed top and bottom, 1/2" bleed on sides



**Flag**  
4" bleed top and bottom (for loops), 1/2" bleed on sides



**Rolling screen**  
1" to 1.5" bleed around border



**Canopy**  
1" to 1.5" bleed around border

## 4 Getting Image Numbers

To obtain image numbers:

- a Contact your Herman Miller dealer.
- b Tell them how many designs you will submit.
- c The dealer will provide you with a 4-digit alphanumeric image number for 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 and 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 6960 Resolve boundary screen and your image number is D123, your file name would be D123RS6960.tif

## 6 Submitting Files

Once you have saved your designs, 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). Scans from books or magazines will show the halftone pattern as moirés when printed.

If you want the minimal resolution from a photograph, begin with a photo that is at least 5 x 7 at 300 dpi. If you want the most resolution and sharpness from a photograph, begin with an image that is 8 x 10 at 300 dpi.

You must consider the shape of the product when scanning. For example, if your image or artwork is going to be applied to a rolling screen, you need to crop it to fit the long, vertical shape of the product. In this situation, you may need an image with a higher resolution. Keep in mind that the Multiscrim fabric is translucent, so it is quite forgiving when it comes to detail and sharpness.

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.