# Laser Cut Paper Tip Sheet

**LASER CUTTING DIES • COPPER FOIL STAMP • LASER CUT PAPER • EMBOSS DIES
THERMAL DIES • ROUTING & WATER JET • MAKE READY SUPPLIES • PROTOTYPES
PHENOLIC COUNTERS • CAD DESIGN • 1 HOUR QUOTES • FAST TURN AROUNDS**

Sending Files via E Mail **is an easy, time-efficient method for file transfer following these simple guidelines**

❑ Accepted file formats are: Adobe Illustrator (EPS), PDF (vector-based), DWG & DXF. **Adobe Illustrator EPS files** are the preferred file format and will expedite your job! Files should be native Illustrator files and not raster files saved in Illustrator. If you send both Illustrator and PDF's, they should both be exactly the same size and same layout.

❑ **Only send single layer files and review your file in outline mode, zooming in closely (up to 1000%) to check for double lines, prior to sending.** Please view all files in **outline mode**, clipping or block out boxes that appear correct in preview mode are not adequate. Only actual cut lines should appear in outline mode.

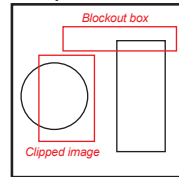*(When viewed in* **OUTLINE MODE***)*
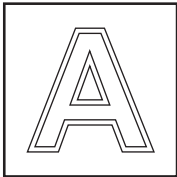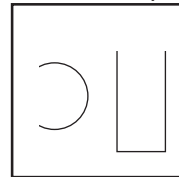
Double or Triple Lines are Incorrect!   *Correct way!*
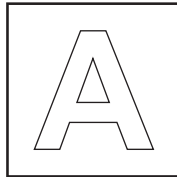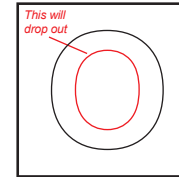
(When viewed in **OUTLINE MODE***)*

Blockout box
Clipped image
Block out boxes and clipped images are incorrect!   *Correct way!*

(When viewed in **OUTLINE MODE***)*

This will drop out
All lines cut, internals will drop out unless a tack bridge is used! Incorrect way!   *1/32" tack*   *Correct way!*
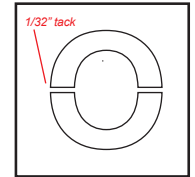
❑ Draw thin (.003 inches line width or less) black lines where you want the laser to cut. The laser will cut to the center of your lines.

❑ When setting up a layout that includes line sharing (two parts right next to each other so that they share a single cut line), please be sure to delete any redundant copies of lines. If the lines are stacked exactly on top of each other, the laser cutter will see the paths of both lines and end up cutting that line twice along the same path. This will degrade the cut and will incur additional laser cutting cost!

❑ If you have sharp corners you may want to round them ("adding a radius" or "adding a fillet") so your parts will be less likely to crack around the corners.

❑ You may want to adjust for the Kerf (The thickness of the laser beam), which is about 0.015". (The laser itself centers to the cut line and will take off roughly 0.075" to each side of the cut line). **All distances between cut lines should be at least .05" to allow for this.**

❑ Always indicate which side is **RIGHT READING** (print side-outside view). Files should be sent **RIGHT READING**! Indicate gripper and guide on document.

❑ **Convert ALL fonts to "outlines/curves" before sending files.**

❑ **Image must be sent at 100% (actual size).**

❑ Change all colors in image to black & white before sending.

❑ Compress any file over 5 MB using WinZip or Stuffit.

❑ **Always fax an actual image of the job**, including company name and PO# to 770-455-8996. **Urgent jobs must be followed up with a phone call!**

❑ If you do not receive a confirmation E-mail, We did not receive your file.

*If you have any questions, please contact us.
Thank you for helping us serve you better!*

To Send Your Jobs: order@graphicdies.com