



G R E G O R Y

File Guidelines for Digital Printing

General Specifications

- All file formats should be sent right reading in original/native formats.
- All type should be converted to curves, paths, or outlines depending on the terminology of the application used.
- When sending a Quark or PageMaker file, all fonts used must be included.
- Files should be in complete CMYK mode. Files can be RGB for Gerber Edge output.
- Send layered file versions if available and include fonts in layered files.
- Attach all linked files. Link only .eps and .tif files. Do not use DCS file format. Do not compress linked files.

Sending Files to Gregory

- Never send your only original file. Always make a backup copy for your reference.
- Enclose a hard color copy of the file output. Non-production .pdf or .jpeg files are acceptable. Files received without hard copies will incur a \$25.00 verification charge and can result in production delays.
- Always include the following information with your files:
 - File name and size of file
 - Your company name, address, and phone number
 - Person to contact
 - Gregory quote number (if applicable)
- Send only the file(s) necessary to produce the job.

Supported Software Applications

Preferred Applications - Adobe Illustrator, Adobe Photoshop.

Other Applications

Macromedia Freehand, Corel Photopaint, Quark XPress, Corel Draw, Adobe PageMaker, Omega/Graphics Advantage (Gerber Edge output).

TIFF - must follow resolution guidelines

EPS - changes cannot be made

JPEG - do not compress over 20%

BMP - not recommended

Sending Files Electronically

- Files less than 5MB can be sent to dpsales@gregory1.com.
- The Gregory upload utility is provided for all files up to 2GB in size or a combination of up to 3 separate files totalling not more than 2GB in size. The upload utility can be found at <http://upload.gregory1.com>.

Sending Files by Mail

- Acceptable storage devices:
 - CD-RW , CD-R
 - 3.5" 100 MB / Omega zip
 - 3.5" 250 MB / Omega zip
 - 1GB and 2GB / Omega jaz
 - DVD-R, DVD+R, DVD+/-RW
- All files should be sent to:
**Digital Printing
Gregory Inc.
200 S. Regier St.
Buhler, KS 67522**

Scanning Resolution

- To determine scanning resolution multiply the output height (or width) of the finished graphic by the desired image output resolution. Divide this total by the input height (or width).

Example: An 8" x 10" photograph cropped to 7"x 8" needs to be reproduced at 49" x 56" at standard resolution. Using the formula above calculate - 49" (output height) x 25 (image output resolution) ÷ 7" (input height) = 175 dpi.

- The resolution of images included in the file should not exceed that needed for the recommended output resolution.

- Resolution dependent files setup at 100% should not exceed the following square footages:
 - 100 dpi - 25 sq. ft. or less
 - 50 dpi - 400 sq. ft. or less
 - 25 dpi - more than 400 sq. ft.
- Any file corrections required by Gregory Pre-Press are billable at a charge of \$80.00 per hour.

Image Output	Scotchprint/Truprint Graphics	Inkjet*	Thermal Transfer	Vutek
Standard (25 DPI)	●	n/a	n/a	●
High (50 DPI)	●	n/a	n/a	●
Very High (100 DPI)	●	●	100-300 DP	●

* Create and send files for inkjet output at 100 dpi at full size.

Questions

- Contact the Gregory Digital Printing Customer Service Department at 800-835-2221 or fax to 800-835-9890. You can also contact us at dpsales@gregory1.com.