






G R E G O R Y

## Computer Cut Graphics File Guidelines




### GENERAL INFO

1. All images must be two-dimensional, having both length and width. Lines are considered one-dimensional. Always use a bordered box or four connected lines. **See Example 1**
2. All images must be outlines. These outlines might be referred to as paths or curves depending on your software application. Elements in the file that weren't created manually (such as text and scanned or imported images) must be converted to outline format prior to sending file to Gregory Inc. If this is not done, additional charges/delays will apply.
3. All objects must be completely visible. When Gregory Inc reads your file, filling (color) is ignored. Use overlaps *only* for multi-color images that require overlapping colors on the finished image. **See Example 2**
4. All guides and registration marks used to create the image should be removed prior to sending the file to Gregory Inc. **See Example 3**

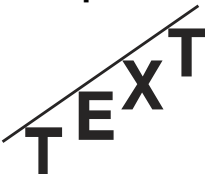
### Example 1

- 1A  A rectangle constructed of a line with a stroke of .12" appears like this on your screen.
- 1B  A plotter sees this and will cut only a line from beginning point to end point.
- 1C  A properly setup rectangle consists of an outline with a width of 1pt.

### Example 2

- 2A  The modified "N" looks correct on the monitor, but it may not be properly setup for cutting on a plotter.
- 2B  The plotter will see this. It's setup **incorrectly** using overlaps and fills. All lines seen would be cut.
- 2C  The correctly setup "N". It consists only of outlines and will look like the image shown here.

### Example 3

-  The line shown above was used to help align the letters. Even if it's not visible, it will still be cut by the plotter. It must be removed before sending to Gregory Inc.

### OUTPUT INFO

- File Name: \_\_\_\_\_
- Final output size: \_\_\_\_\_"(h) x \_\_\_\_\_"(w) (**Note, files should be setup at 100%**)
- First Surface (applied on top of surface)       Second Surface (applied on underside of surface)
- NOTE: ALWAYS SEND YOUR FILE SETUP AS FIRST SURFACE! WE WILL MIRROR IF NEEDED.**



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**ART FILE INFO / APPLICATIONS** (Please send only the file(s) necessary for production.)

### PREFERRED APPLICATIONS

Adobe Illustrator

**ALTERNATE APPLICATIONS** (Note: May incur additional charges to prepare.)

Macromedia Freehand

CorelDraw (X3/13 max)

Flexi (SAi)

### FONTS & TYPE

All fonts are converted to curves/outlines (depending on terminology used by software).

### SENDING YOUR ARTWORK

Never send your original file. Always make a backup copy of the file and send that instead. Gregory Inc is not responsible for lost artwork.

### UPLOAD

The Gregory upload utility can take up to 3 files totaling no more than 2GB.

**MAC users must use this utility in lieu of a traditional FTP site.**

1. Point your browser to <http://upload.gregory1.com>
2. Click "Browse" and select the files you wish to upload.
3. Once all files are selected, click "Upload".
4. When the upload is complete, you will receive a confirmation page with instructions on how to proceed.

### FTP

For those wishing to use a traditional FTP site or an FTP utility.

MAC users cannot use the Gregory FTP site. Please see instructions above for **UPLOAD** site.

1. Point your browser to <ftp://ftp.gregory1.com> or insert this url into your FTP utility software.
  - a. There is no username or password for the FTP site.
  - b. If using a browser, a blank white page will open
2. If using an FTP software, follow your normal steps as laid out by software mfg.
3. If using a browser, drag and drop the files from your computer to the white area of the open page.
4. Note: no confirmation page will be displayed.

### E-MAIL

Files for computer cutting should be small enough to e-mail. You can e-mail your files and orders to [graphics@gregory1.com](mailto:graphics@gregory1.com).

### SNAIL MAIL

If you have a CD-RW, CD-R, 100MB Iomega™ Zip™, 250MB Iomega™ Zip™, 1GB and 2GB Iomega™ Jaz™, DVD-R, DVD+R, DVD+/-RW, you can send this to us at the following address:

**Gregory Inc \* Attn: Graphics \* 200 S Regier \* Buhler KS 67522**

### QUESTIONS?

Call us at 800-835-2221, ext 3 and we'll be happy to assist you!