



G R E G O R Y

Digital Printing File Guidelines

OUTPUT INFO

File Name: _____

Final output size: _____"(h) x _____"(w) File setup to size: _____"(h) x _____"(w)

Scale: _____%

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.

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

File is setup for MAC PC

PREFERRED APPLICATIONS

Adobe Illustrator Adobe PhotoShop (If layered is available, send it with all fonts included.)

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

- Macromedia Freehand Corel PhotoPaint (X3/13 max) QuarkXpress
 Adobe Pagemaker CorelDraw (X3/13 max) FlexiSIGNPro
 Omega/Gerber PLT Files (For Gerber Edge Only)
 Attach all linked files. (Link only .eps and .tif files. Do not use DCS file format. Do not compress linked files.)

COLOR MANAGEMENT

All critical spot colors must be specified as spot colors in the file.

1. If there is an area of "flat" color that is specified as a CMYK value, our color management software will not recognize it as being a spot color. Gregory Inc is not responsible for the output color of CMYK values.
2. A spot color must be specified as a "named" spot color. This can be a Pantone number (most common), a special name that Gregory provides you (see below), or a new "named spot color" that you choose.
 - a. If you create a new "named spot color", you will need to provide a physical swatch or color sample in order to insure that Gregory has a standard for comparison to the printed color. Color matching charges may apply.
3. There should be no transparencies used in the file **if** a spot color needs matched that is behind or underneath the transparent object(s). This can cause an adverse color effect.
 - a. Transparencies can be used in files that have no spot color requirements or in areas of files that don't have spot colors behind the transparencies.
 - b. Using a transparency on top of a spot color may result in delay of production or additional art charges, or both.

Spot colors that will be repeated on multiple jobs may be assigned a special color name.

1. If a special color match is required for a logo or other element and will be used multiple times, Gregory may determine that a unique color name will be assigned for this color match.
2. In these cases, any files set up should have the areas that are required to match that color named with the unique spot color name Gregory Inc provided you. The CMYK values that make up the spot color on your end do not matter. When our color management system sees the color name, it will make the match.

All non-spot color images should be completely in CMYK mode.

Files that arrive in RGB mode will be converted to CMYK. Please do not send files with CMYK and RGB elements mixed.

Gregory Inc is not responsible for color shifts that occur due to RGB-to-CMYK conversions.



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FONTS & TYPE

- All fonts are converted to curves/outlines (depending on terminology used by software).
- If using PageMaker or Quark files, ALL fonts must be included with production file.

RESOLUTION

Image Output (DPI)	Scotchprint ESTAT Graphics	Aqueous Inkjet	Thermal Transfer	Solvent Inkjet Vinyl	Solvent Inkjet Banner	UV Flatbed
25	•	n/a	n/a	n/a	n/a	n/a
50	•	n/a	n/a	•	n/a	•
100	•	•	•	•	n/a	•
360	n/a	•	n/a	•	•	•
720	n/a	•	n/a	•	n/a	n/a

To determine the scanning resolution:

Multiply the Output Height/Width of the finished graphic by the desired Output Resolution. Divide total by the Input Height/Width.

Ex: An 8" x 10" glossy photograph, cropped to 7" x 8", needs to be reproduced at 49" x 56", at 100dpi.

Using the formula, we calculate:

$49'' \text{ (Output Height)} \times 100 \text{ (Image Output DPI)} / 7 \text{ (Original Height)} = 700 \text{ dpi (Resolution of scan)}$

Resolution of images included in the file should not exceed that needed for the output resolution.

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.

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!