

# *gr graphics, inc.*

*advertising · design · print · direct mail · publications*

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## **FILE SUBMITTING INFORMATION**

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We want to make using electronic file submission an easy task. To help make the pre-press phase of your projects trouble free. Please follow the electronic file specifications and pre-press information below.

### **Supplied Media**

- We accept files for both PC and Macintosh.
- You may submit files by: Zip 100MB Disk, Zip 250MB Disk, CD, or via our ftp site at <ftp.grgraphics.net> (Our web site is: [www.grgraphics.net](http://www.grgraphics.net)) or via email: [marketing@grgraphics.net](mailto:marketing@grgraphics.net) (5mb limited file size).
- You may submit files saved as PDF files (Press Option), emailed or via our ftp site.
- Please provide hard copy dummy or mock up at the time you submit your files so we may compare to our proofs. This will help avoid problems and save time.
- Popular software: QuarkXpress, Pagemaker, InDesign, Illustrator, FreeHand, PhotoShop and CorelDraw.

### **Supported File Formats**

- All native file formats from popular desktop publishing software (QuarkXpress, Pagemaker, InDesign, Illustrator, FreeHand, PhotoShop and CorelDraw.)
- PDF files optimized for print
- Tiffit p1 files
- DCS2 files
- Separated postscript files

### **Documents**

- Only send the documents that you want us to output. Delete all other files from the disk you supply to GR Graphics
- Make sure the document is the actual size being printed. If not, please specify enlargement or reduction for imaging.
- Gather all "output documents", "fonts" and "supports" and place them into three individual folders.
- Always supply laser prints with your job. We need these to compare to the proofs.

## **Fonts**

- Supply all screen and printer fonts, or truetype fonts used in the job and linked supports.
- Avoid assigning type attributes (bold, italic, bold italic); instead, use the correct font. (This will avoid using a type style you do not have an actual screen and printer font for.)
- Avoid Multiple Master fonts.

## **Graphics**

- Bleeds: Any image that bleeds off the page must extend at least 1/8" (.125").
- Live Area: This is your graphics and type that cannot bleed or it will be trimmed into during finishing/bindery. All type and graphics not intended to bleed, must be a minimum of 3/16" clear and free from the head, foot, face, gutter or trim area.
- All photos must be at least 300 dpi. All line art or bitmap images needs to be 1200 dpi.
- Supply all fonts and placed images with your linked supports.
- When creating silhouettes use the path tool. (Remember to turn clipping path "on" and flatness setting of "8" when saving your EPS.)
- Rotate and size images in the original program: Illustrator, Freehand, Photoshop, before importing into Pagemaker or Quark; they will image faster.
- Do not embed graphics. If graphics are embedded, supply the original graphics with the job also.
- In Quark, when placing Tiffs in boxes, make sure the background is set to "white". If the background needs to stay "none", then create a clipping path if a silo is needed.
- To reduce banding in gradations, use a broad range (e.g. 5%-95% as opposed to 40%-60%).
- Do not use JPEGs. Support files need to be EPS or Tiff files.
- Remove extra channels from Photoshop files.
- All images must be in CMYK mode.

If you have any questions during the pre-production phase of your projects, please ask your GR Graphics, Inc. representative for assistance.

## **HOW TO CONTACT US:**

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