

**Graphics Location** 

# DIGITAL FILE PREPARATION GUIDELINES/ FTP UPLOAD DETAILS



Suitable Formats for images or logos		
Preferred Format		
ai, eps		
psd, tiff, eps, jpeg*		
PDF 1.7 version		

Formats NOT Suitable for images or logos	
Programme	Format
Microsoft Publisher	.pub
Corel Draw	.cdr
Microsoft Word	.doc, docx
MicroSoft Powerpoint	.ppt, pptx

#### GES FTP Site Details

If you wish to send artwork via our FTP site please use the following details.

https://share.ges.com

Connecting through the web:

Server :

Recipient Email Address : Your GES Account Manager

Please compress all files into a zip folder before uploading to the FTP site. Uploaded files must be clearly marked with the following; Show Name, Product ID, Location

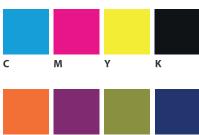
(Click link to access our FTP Site)

## Colour Set Up

If your artwork is set up using PANTONE Colours please supply a Pantone colour reference. Some colours are more likely to be achieved, however due to printer limitations Pantone colours are matched to their best possible interpretation for the specific output device. Hard copies such as brochures or print outs can also be used as a reference for colour matching. All essential colour matches need to be specifically noted in the file and by e-mail.

Please make any sure any blacks used in your design/artwork use a CMYK mix of Cyan 100%, Magenta 100%, Yellow 100%, Black 100%, this will create a rich black colour.

Please turn off overprint settings in Indesign/Illustrator This can cause problems when printing







## Vector Artwork

For the best quality, artwork should be created in vector format (ai or vector eps).

Logos taken from websites are generally gif's.

Gif files are not acceptable as they will not print clearly

Artwork should be created at 100% of actual size.

Images should be no smaller than 100dpi at actual size.

Please include all links (images, logos, fonts).

\*JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - 300dpi or vector eps to print at the best possible quality.

\*\*PDF – These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.

Make sure images are saved at high resolution (300dpi).

No responsibility will be taken for the accuracy of any artwork recreated due to poor quality.

## Vector Artwork

Artwork which is going to be produced in vinyl, for example; solid company logos or text, must be supplied in a vector format (ai or vector eps).

Format i.e. TIFF and JPEG is not suitable.

#### Fonts

Vectors Outlined text

Supply all relevant fonts and scans used. Please outline any text if it is not possible to supply the typeface.

#### Images

Please supply high resolution images or photographs, pdf and hard copy colour proofs with your artwork.