

## **HOW TO PROVIDE FILES**

Email smaller files to  
Info@SunGT.com

Upload larger files to our FTP site - See next page.

## **ART FILES**

**SOFTWARE:** Preferred software is Adobe Illustrator vector art version CS4/eps or lower. Photoshop CS4 or lower. PDF's, Corel Draw 12.0 are accepted but will be converted to Illustrator.

We do not accept Quark, MS Word, Pagemaker or Powerpoint files.

## **SAVING ILLUSTRATOR CS4 OR EPS FORMAT**

When saving files, please save in Illustrator CS4/eps or lower. Always convert all type to outlines. Also supply all placed files.

Directions on Converting Text to Outlines in Adobe Illustrator:

- (1) Select all.
- (2) From the TYPE menu select CREATE OUTLINES.

## **PHOTOSHOP PSD, EPS, AND TIF PLACED FILES**

Please send files as .psd, .eps, or .tif at actual size with a minimum resolution of 150 dpi, with 300 dpi being the maximum resolution. Bitmapped images can be sent with a resolution as high as 900 dpi for optimal quality. All Photoshop files should be CMYK, Grayscale, or Bitmapped.

For digitally printed pieces please send files at actual size at 100dpi.

Please make sure that the three letter extension appears at the end of the file name. The .psd format with layers intact is the preferred format. Do not send .gif or .jpg files for final output. (these are low resolution compressed formats which are not acceptable for printing).

## **BORDERS, BLEEDS & LINE WEIGHT**

- ◆ For die cuts and non-bleed artwork, our minimum margin is 0.125"
- ◆ Bleeds should be set at 0.25".
- ◆ Use a minimum line weight of 1 pt. for positive strokes and a minimum line weight of 1.5 pt. for reversed strokes.

## **SPOT COLORS**

When assigning a specific "spot" color to art or text please use a Pantone (PMS) color chart. This will insure that the color you have selected will be reproduced accurately in the final product.

## **ADDITIONAL INFORMATION TO PROVIDE**

- ◆ The software and release that was used. (Adobe Illustrator CS, Photoshop CS, etc.)
- ◆ Contact and phone number of the person who saved the file on disk.
- ◆ A copy of the finished art with color breakdown and placement.
- ◆ Specify colors and placement. Pantone (PMS) for spot or CMYK for 4-color process.
- ◆ DO NOT create files in RGB or Lab color.
- ◆ Mark sizes and indicate final shape. (die-cut)
- ◆ Also include a low res jpeg of the final file.

## **ELECTRONICALLY PROVIDED ART**

Art files up to 10 megabytes can be e-mailed to your Graphics Consultant or Info@SunGT.com. See next page for ftp information. Please call for Username and Password. Save your file using a name that allows us to identify the order.

# FTP INSTRUCTIONS FOR SUN GRAPHIC TECHNOLOGIES

STEP 1: Go to our home page, [www.SunGT.com](http://www.SunGT.com) , scroll to bottom of page and click “art / FTP info”



STEP 2: Review details regarding the file formats we can accept and other tips in providing usable art. When ready to begin your upload, click the blue button on the right “FTP UPLOAD”.

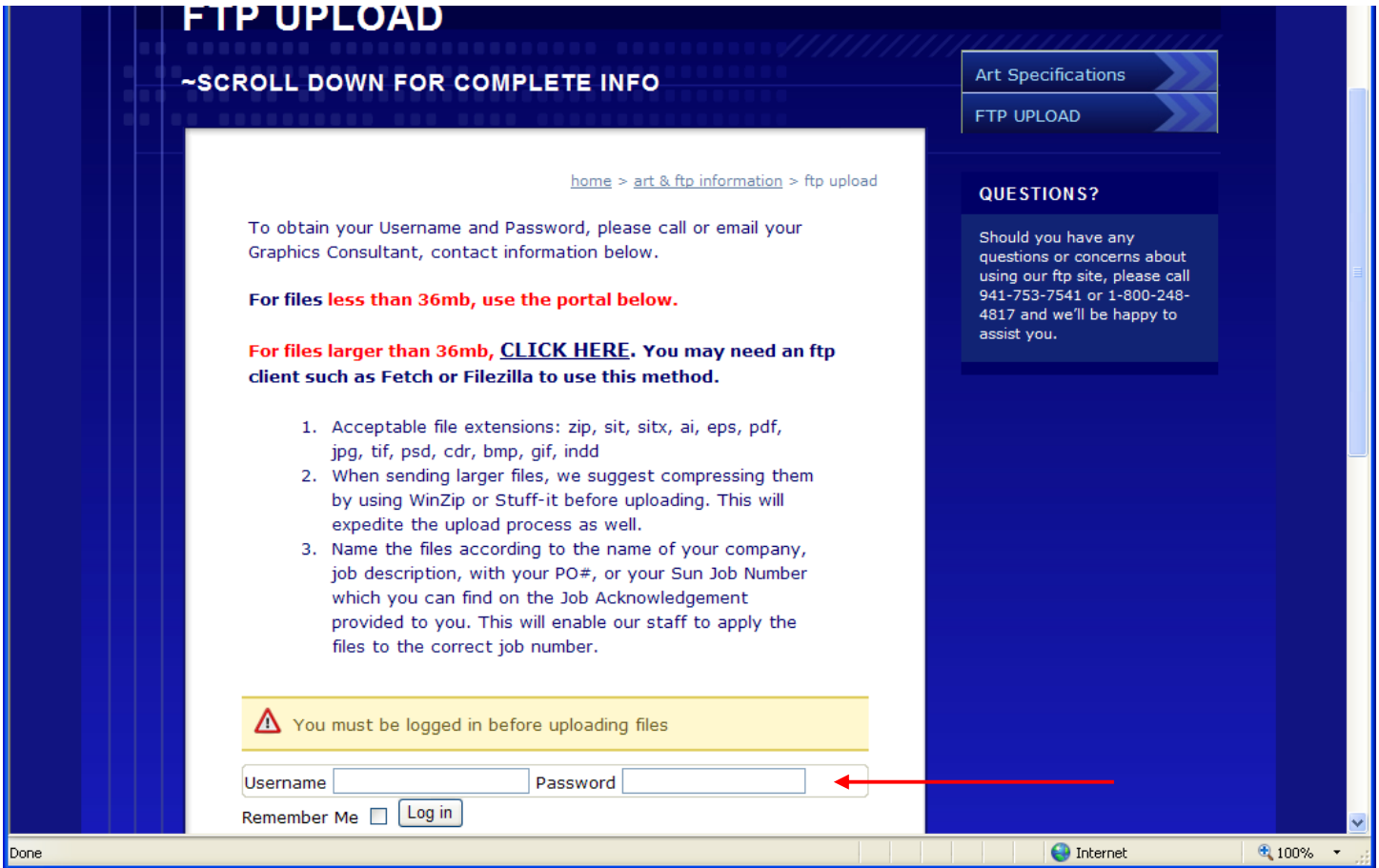


FOR FILES LESS THAN 36 mb, SEE PAGE 2. FOR FILES GREATER THAN 36 mb, SEE PAGE 3.

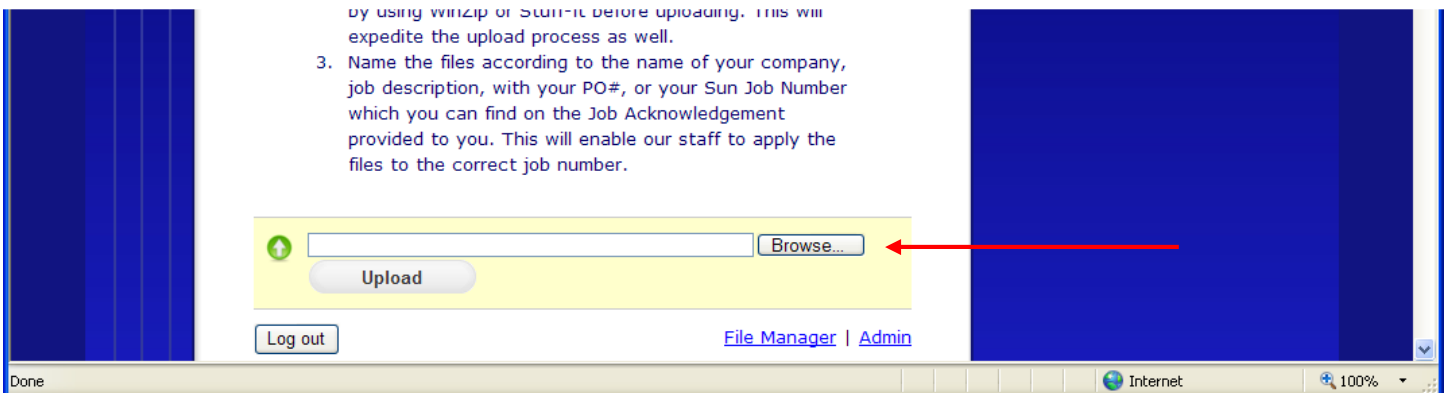
STEP 3a (for files less than 36 mb): Use the ftp portal at the bottom of the page.

Username: sun-rob

Password: ssftp



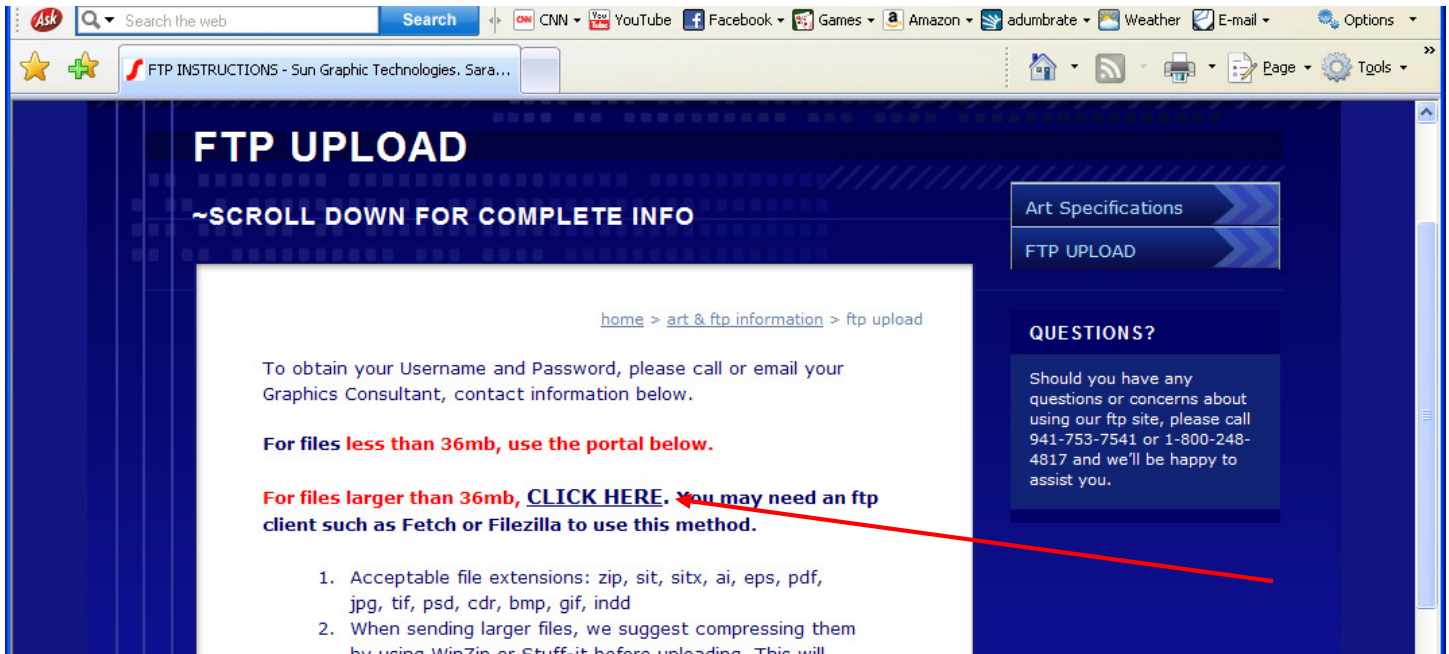
The screen will then change to the following. Click the "Browse" button, find and select your file, then click "Upload".



Sun will receive an email notifying us that a file has been uploaded.

STEP 3b (for files greater than 36mb): This method works best with Internet Explorer, or you may need an ftp-client such as Fetch, Filezilla or Cyberduck.

Click on the "CLICK HERE" text.



You'll then get the following sign-on screen:

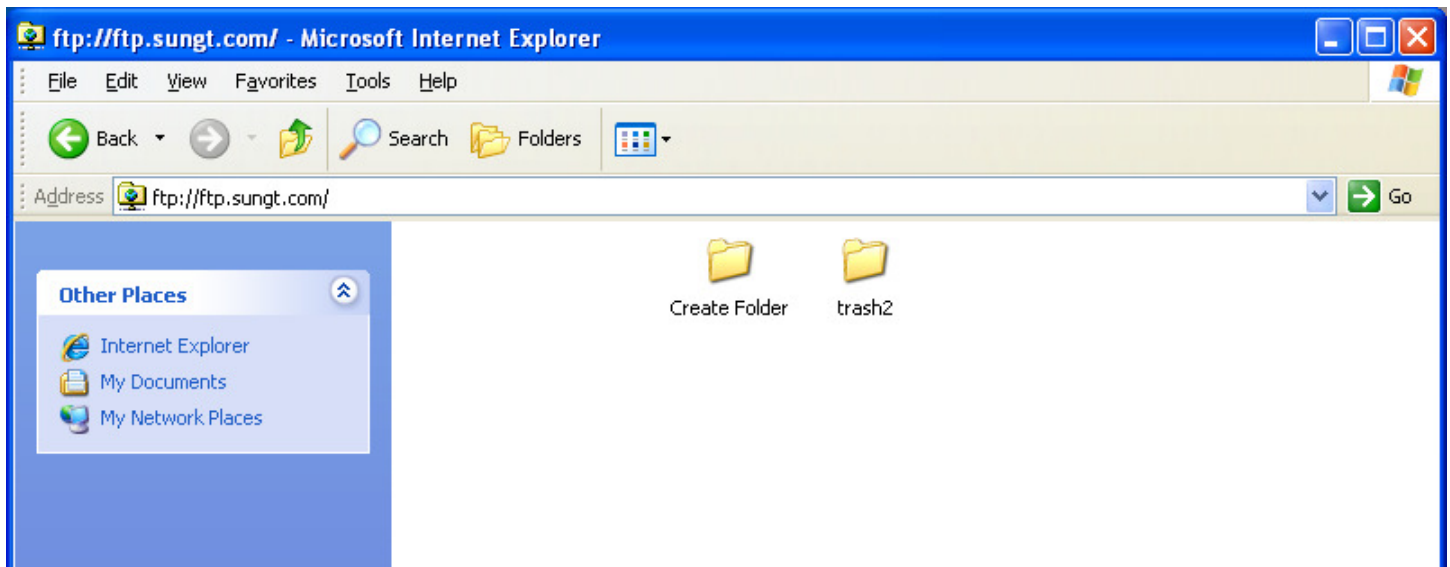


Username: sun-rob

Password: ssftp

You then want to get to the following screen where you can drag-and-drop your file either on to the root, or you can create a folder with your company name, and put the file within that folder.

**PLEASE NOTE THAT THIS METHOD DOES \*\*NOT\*\* SEND US AN EMAIL NOTIFICATION. SEND A SEPARATE EMAIL NOTIFYING YOUR GRAPHICS CONSULTANT THAT A FILE HAS BEEN UPLOADED.**



## WINDOWS FTP SOFTWARE:

SmartFTP software - [www.smartftp.com/](http://www.smartftp.com/)

Firefox 3 - [www.mozilla.com/en-US/firefox/](http://www.mozilla.com/en-US/firefox/)

Internet Explorer\*\* v 5, v 6, and new version 7

\*\* IE view requires change to settings each time you access.

Filezilla - <http://filezilla-project.org/>

## MAC FTP SOFTWARE:

Safari - <http://www.apple.com/safari/download/>

Cyberduck ftp software - <http://cyberduck.ch/>

Fetch ftp software - [www.fetchsoftworks.com/](http://www.fetchsoftworks.com/)

Filezilla - <http://filezilla-project.org/>