



GCI Digital Imaging

Call us at: 513-521-7446

File Set Up Guidelines

GCI Digital Imaging appreciates your business and strives to provide you with the best quality possible. Below are some suggestions for setting up your files that will enable us to produce a high quality graphic for you.

1. The applications that we fully support are Adobe Illustrator, Adobe Photoshop, Macromedia Freehand, Quark Xpress, Adobe PageMaker, and Corel Draw. If your files are created in a different format other than what is listed, GCI Digital Imaging will attempt to preflight your files but cannot guarantee printable results.
2. Files must be built to correct proportion. Include enlargement percentage to achieve final output size. Specify the final size as well as mounting, laminating and cutting instructions.
3. Always convert or build your files to CMYK. Convert all spot Pantone PMS colors to CMYK. This includes vector based applications (Illustrator, Freehand, Quark, Corel, PageMaker) as well as bitmap based applications. (Photoshop, Corel Photo Paint). Not only will this create a proper file, it will also give you a better view on your monitor of how the final print will appear.
4. If your files were built using Illustrator, Freehand, Quark or PageMaker, please send us the application file. EPS files are optional in these file applications.
5. For Photoshop files, we will accept an EPS, TIFF, and PSD (Photoshop document) but **they must be flattened first**. Please notify us if you are going to use LZW compression on tiff files.
6. For Corel Draw, convert your file into an Adobe Illustrator file before sending. View the converted file in Illustrator before sending. If you cannot view in Illustrator before sending, do not convert. Not all Corel Draw files are printable - we will do our best.
7. All files must be sent with a hard copy print out with specified Pantone PMS colors.
8. Fonts must be converted to outlines or you may include the actual fonts on the disk with your file. Include the printer font as well as the screen font. Both are needed to print your file. Do not use the Style options in Quark or Pagemaker or any other applications that will allow you to alter the style of the font - for example, taking a basic font and turning it to bold, italic, or bold italic styles. You will need the bold or italic version of the printer and the screen font for us to print the file.
9. Include all links you have used in the file in a separate specified folder. Use only CMYK EPS images or CMYK TIFF images as links. **DO NOT USE JPEGs as links.**
 - a. In using EPS images as links, use only binary encoding when you save your image. Do not use JPEG or ASCII encoding. This will corrupt your file.
 - b. In using TIFF images as links, please notify us if you have to use LZW compression.
 - c. Do not ever use an unflattened image as a link. It will not work.

d. A helpful formula for building your files with linked bitmap images is:

Full Scale = Bitmap image built at 100 ppi

Half Scale = Bitmap image built at 200 ppi

Third Scale = Bitmap image built at 300 ppi

Quarter Scale = Bitmap image built at 400 ppi

This will ensure your final output a resolution of 100 dpi.

9. Regarding Illustrator 8 (previous versions) and linked images; Do not ever use tiff images as links in these versions of Illustrator. Tiff images are automatically embedded and can cause corruption to the file. Even with Illustrator 9 and 10 it is more stable using an eps as a linked image.

10. Special features of Illustrator 9 and 10, such as gradient, transparency, and other bitmap features will automatically create embedded tiff images when saved to an Illustrator 9 or 10 eps format. Occasionally this has been known to create a corrupt and unprintable file. See the Adobe users guide for further information as to how you can prevent these problems. (**Chapter 16 in Illustrator 10 / Chapter 15 in Illustrator 9**). We highly suggest reading this chapter before you begin designing and building your files.

11. Do not save Illustrator 9 and 10 files down to a previous version. The results won't work. Keep your 9 file in 9 and your 10 file in 10.

12. With Illustrator 9 and 10 it is highly important to convert your spot PMS colors to CMYK. Spot colors will not print properly in these two versions of Illustrator.

13. If you are using low resolution files for building purposes, make sure they are exact duplicates of your high resolution images. The only difference should be in the resolution alone. Example: HI RES Image 12" x 18" at ppi 600 LO RES image 12" x 18" at ppi 20

14. Never send an original file. Always copy to another disk and keep the original file.

15. When sending a disk with multiple files on it, YOU MUST SPECIFY which files we are supposed to print.

16. We will print Power Point files, but cannot produce a high quality output - Power Point files were not made to be enlarged. The quality of the output will not be very good.

Please call GCI Digital Imaging with any additional questions you may have.