



CTP - File Set-Up

HOW TO SEND YOUR FILES

FTP (File Transfer Protocol) is an easy way to send files to other computers on the Internet. You can save time by sending us data needed to print your job.

To send electronic files to Everett Graphics via FTP, you will need, if you don't already have, a user name and password to access the Everett Graphics FTP site. Kindly contact your Everett Graphics representative to obtain this information. Then, complete the following steps:

COMPRESS YOUR DATA

Put all the files you wish to send into one directory (or folder) and use a program such as WinZip (for Windows) or DropStuff (for Macintosh or Windows) to compress them. It is advisable, but not required, to encode the files into BinHex (.hqx) format. Now your files are ready to upload to the FTP server.

UPLOAD OPTION 1: FTP CLIENT SOFTWARE

Launch your FTP client (such as Fetch for Macintosh or CuteFTP for Windows). Windows 98+ OS includes an FTP client.

FTP CONNECTION INFORMATION

Enter the required information as follows, and upload your files.

Host / Server Address	ftp.everettgraphics.com
Username or Login	<your username>
Password	<your password>
Directory	(blank)

UPLOAD OPTION 2: INTERNET EXPLORER (PC ONLY)

Point your Internet Explorer web browser to <ftp://ftp.everettgraphics.com>. Enter **<your username>** and **<your password>** at the prompt. Drag your compressed .zip, .sit, .sea or .hqx file into the browser window. Once your files have uploaded, please notify your customer service representative that the files are available for retrieval. If you have any questions or problems with your FTP transfer, e-mail or call your Everett Graphics representative for assistance.

FILE SPECIFICATIONS

Accepted Formats:

Adobe Illustrator

Quark XPress

Macromedia FreeHand

Adobe PageMaker

Adobe InDesign

PDF

LAYOUT

Unique to folding carton manufacturing is the need to precisely align layout elements to an electronic dieline. For that reason, the usual page layout programs, such as Quark XPress are less suitable for layout than vector-based illustration software such as Adobe Illustrator. Everett Graphics highly recommends preparing your carton artwork in Adobe Illustrator* or Macromedia FreeHand. In the absence of either of those programs, Quark XPress is the next best choice.

**We highly recommend avoiding the use of transparency functions in Illustrator.*

PROOF

Including a black & white or color laser proof or a PDF file of your job is highly recommended.

IMAGES

Bitmap files such as Photoshop must be in CMYK mode, and must be at least 300 dpi AFTER sizing. Scanned Line Art must be scanned at no less than 600 dpi after sizing. 1200 dpi is recommended.

If your design blends a 4-color image into a spot color, also include any layered Photoshop .psd files.

FONTS

Include all fonts used in the document, including any fonts used in placed EPS files (or change all fonts to outlines before submitting your files). If the file is coming from the PC platform, changing the type to outlines is recommended. For best results, use Type 1 fonts (rather than TrueType or Multiple Master).

ACCEPTED MEDIA

DVD

CD-ROM

FTP Transfer & E-mail