SUBMITTING FILES for PRINT

ACCEPTABLE PROGRAMS
- Adobe Illustrator *(with type converted to outlines and saved as a cmyk EPS file)*
- Adobe InDesign *(package)*
- Adobe PDF *(high resolution, fonts embedded)*
- Adobe Photoshop *(saved as a cmyk TIFF or EPS file no less than 300 dpi at 100%)*
- Quark XPress *(collect for output)*

PC FORMAT
Clients with PC files can submit using any program listed above, however Mac fonts will be substituted for PC fonts in some cases.

UNACCEPTABLE PROGRAMS
- Microsoft Publisher
- Corel Draw

FONTS
PostScript, TrueType and OpenType fonts are acceptable. If you are using PostScript fonts, please include both the screen and printer fonts when you submit your files. Grossman Marketing Group will substitute Mac fonts for PC fonts in some cases. Please include the names of your PC fonts.

COMPATIBLE MEDIA
- E-Mail *(please see section about e-mailing files)*
- FTP *(please see section about FTP files)*
- CD/DVD
- USB Keys

WHAT TO SUPPLY
In order to ensure that your files are properly output, the following MUST be included:
- The native designed file *(e.g. Quark, Illustrator...)*
- Fonts used in the file
  (please note: fonts need to be included even if the file is saved as an EPS file)
- All imagery files placed in the document
- A PDF file of the final layout for reference

E-MAIL
Any file submitted via e-mail should be compressed using StuffIt or WinZip. Files should not be larger than 5MB. For files larger than 5MB please use our FTP site.

FTP
Any file submitted via the FTP site should be compressed using StuffIt or WinZip. Go to http://grossmanmarketing.ftpstream.com/upload.php to upload your files.

MISCELLANEOUS
- Any hard copy item supplied to Grossman Marketing Group that must be typeset will result in additional charges
- Use an anti-virus software on all files before sending your files

DON'T FORGET TO:
- Include a PDF or laser proof
- Include all fonts
- Include all support/linked files

To better assist us, we recommend that you e-mail your Sales and Customer Service Representatives a PDF proof of your job and a list of all specs, including dimensions, colors and quantity.