



## GROSSMAN MARKETING GROUP

CREATIVE STRATEGIES | INNOVATIVE PRODUCTS | RELIABLE EXECUTION  
(formerly MassEnvelopePlus)

### ACCEPTABLE PROGRAMS – MAC FORMAT

- Quark XPress (collect for output)
- Photoshop (saved as a TIFF or EPS file no less than 300 dpi)
- Adobe Illustrator (with type converted to outlines and saved as an EPS file)
- Freehand (version 9 only, with type converted to outlines and exported as an EPS file)
- InDesign (collect for output)
- Adobe PDF (high resolution, fonts embedded)
- Adobe PageMaker (collect for output) *Please note that PageMaker files will be updated to InDesign and may cause type reflow. Please provide a PDF or Laser output for comparison.*

### IBM/PC FORMAT

Clients with IBM/PC files can submit using any program listed under ACCEPTABLE PROGRAMS. However Macintosh fonts will be substituted for PC fonts in some cases .

### UNACCEPTABLE PROGRAMS

- Microsoft Word\*
- Microsoft Publisher
- Corel Draw

*\*Microsoft Word will only be accepted if the file is coming in for copy purposes only with no placed images. We will need to change fonts and formatting.*

### FONTS

Use only PostScript fonts. TrueType fonts are not acceptable. Please include both the screen and printer fonts on your disk. Grossman Marketing Group will substitute Macintosh fonts for PC fonts in some cases. Please include the names of your PC fonts on the hard-copy printout .

### COMPATIBLE MEDIA

- E-Mail (please see section about E-mailing files)
- FTP (please see section about FTP files)
- CD ROM
- USB Keys
- Zip disk
- Floppy disk

### DON'T FORGET TO:

- Include a pdf or laser proof
- Include all fonts
- Include all support/linked files

### WHAT TO SUPPLY ON DISK

In order to assure that your files are properly output, the following MUST be included on the disk:

- The designed file (e.g. Quark, Illustrator...)
- Screen and printer fonts used in the file (postscript only).  
*Please note: fonts need to be included even if the ad is saved as an EPS file.*
- All art files placed in the document

### The following MUST be supplied with the disk:

- A laser printout MUST be supplied with all disks
- A printout of the disk's contents

### E-MAIL

Any file submitted via e-mail should be compressed using Stuff-it or Win Zip. See WHAT TO SUPPLY ON DISK section for items that need to be included in the e-mail. Files should not be larger than 5MB. For files larger than 5MB please submit a disk, or use our FTP site. When files are e-mailed please fax a laser printout or supply a pdf for viewing purposes.

### FTP

Any file submitted via the FTP site should be compressed using Stuff-it or Win Zip. See WHAT TO SUPPLY ON DISK section for items that need to be included with the file. When files are sent through our FTP site please fax a laser printout or supply a pdf for viewing purposes.

### <ftp://ftp.grossmanmarketing.com>

Contact your Sales or Customer Service Representative for user ID and password.

### Accessing FTP through your browser:

- Enter the ftp address into your web browser:  
<ftp://ftp.grossmanmarketing.com>
- Contact your Sales or Customer Service Representative for user ID and password.

You will then be able to drag the file from your desktop into the FTP window. A status bar will pop up to let you know the files are uploading. Do not close the window while they are uploading (but minimizing it is fine).

When they are finished uploading, please send a separate e-mail to both your sales and customer service representatives.

### MISCELLANEOUS

- Any hard copy item supplied to Grossman Marketing Group that must be type set will result in additional charges
- Use an anti-virus software on all files before sending your disk
- Any intervention by Grossman Marketing Group will result in additional production charges.

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.