

## How to prepare executive files

### TYPE OF FILE:

- **ONLY PDF files are accepted** with the following characteristics:
  1. save in **typographic quality - standard PDF / X-1a: 2001**;
  2. all images **must be included in the file**;
  3. all files must be processed **strictly in scale 1: 1 or 1:10**  
(See specifications below FORMAT<sup>\*1</sup>);
  4. all fonts must be converted into **traces/curves** (see specifications below FONT<sup>\*2</sup>);
  5. all **overprints must be removed from the appropriate menu**  
(See specifications below COLOR SEPARATION<sup>\*3</sup>);
  6. all **Pantone and spot colors must be converted to CMYK** color model  
(See specifications below COLOR SEPARATION<sup>\*3</sup>);
  7. file transfer must be made via our FTP  
(See specifications below FILE TRANSFER USING FTP<sup>\*4</sup>).
- **Will NOT be accepted:**
  1. files saved as “.jpg”;
  2. files in FreeHand, CorelDRAW, QuarkXPress, Adobe InDesign (in this case export the file selecting everything and choosing “convert to curves” and then export to PDF);
  3. files saved not respecting the above listed specifics; in this case there will be prompted a new file as indicated (see specifications below<sup>\*5</sup>).

### FORMAT<sup>\*1</sup>:

- **Files less than 500cm - actual size (1: 1)**  
the file must be saved from a minimum of 72 dpi and a maximum of 100dpi with a printed abundance of 8 mm per side (example: graphical format 4500x3000mm - format with abundance 4516x3016mm).
- **Files larger than 500cm - (1:10)**  
the file must be saved from a minimum of 720dpi and a maximum of 1000dpi with a printed abundance of 0,8 mm per side (example: graphical format 450x300mm - format with abundance 451,6x301,6mm).

### FONT<sup>\*2</sup>:

to avoid printing errors note that:

- **ALL TEXTS** must be converted into traces/curves;
- **ALL IMAGES** must be included in the file.

### COLOR SEPARATION<sup>\*3</sup>:

For proper printing of gradients, transparencies and shadows present in vector files, the files must be generated as image and inserted in the page. **The overprints must be removed from the appropriate menu** to avoid loss of elements during the process. All images, Pantone and spot colors must be converted to CMYK. Pantone colors do not get processed by the large format printer.

### COLOR PROFILE:

- CMYK- Profilo EuropeISOcoatedFOGRA27.

### FILE TRANSFER FTP <sup>\*4</sup>

All files must be uploaded to the FTP folder to the address below with the credentials sent to you by your sales representative. Other sending methods will NOT be accepted. After completing the upload, it is recommended to send an email to your sales representative confirming the effective transfer of the file. For any questions or further information please contact us.

**Host: [webftp.giplanet.com](http://webftp.giplanet.com)**

### NOTA BENE<sup>\*5</sup>:

In case of ignorance of the above indicated parameters, none of your objections will be taken into consideration.

Files not conform to FILE TYPE, SIZE, FONT COLOR PROFILE will not be processed into production; we will therefore require a new submission.