

Technical Guidelines

We can accept artwork via FTP, email and by post for all of our products. Please read the following guidelines very carefully and forward them to your design studio.

Emails will be acknowledged by an automatic reply, indicating that the email has been received by our system.

Artwork received via FTP upload will be acknowledged once it has been matched to the corresponding order.

Artwork sent through the post is checked and an email will be sent confirming its arrival and if it has been accepted.

Artwork Requirements

(Please read in conjunction with the appropriate product's artwork guidelines).

Artwork should be placed in a folder, with all accompanying illustrations and screen and printer fonts.

A simple *readme* text file should, in all cases, be supplied in the folder. The *readme* file should contain the name of the job, your company name, your order number and the name of the person handling the job here.

The folder should then be compressed, and renamed with either a job number (if available) or a purchase order number.

This is very important. Without this information it is quite possible for delays to occur whilst we try to tie up unidentified artwork to the relevant purchase order.

On the PC, the folder can be compressed using ZIP. This is supported natively by Windows XP. For older versions of Windows or other operating systems, there are numerous free/commercial compression utilities available for creating ZIP files.

On the Apple Mac, a popular compression format is SIT. This is provided by the Stuffit utility from www.stuffit.com. Stuffit is also capable of creating ZIP files.

Note: On OSX file compression is supported natively.

JPEG files should be avoided where possible. If files have been JPEG'd, please attach a note in the readme file.

Scanned illustrations can be in high resolution (300ppi), there is no need to supply low res. for position only scans. DCS 5 file scans should be avoided where possible.

FTP Technical Information

Host: ftp-artwork.businessgiftlist.com
Username: artwork
Password: artwork

Internet Explorer 6 (and prior):

The username, password and host address can be entered into the address bar as shown below:

ftp://artwork:artwork@ftp-artwork.businessgiftlist.com

Press the Enter (or return) key to connect. The files can then be dropped onto the Internet Explorer window to start uploading.

Alternatively, the address can be entered as:

ftp://ftp-artwork.businessgiftlist.com

and you will be prompted to enter the username and password.

Internet Explorer 7:

FTP upload capability is provided through *Windows Explorer*. Open up a *Windows Explorer* window (such as *My Computer*), and in the address bar, enter the same as for Internet Explorer 6 and press Enter to connection. Drag and drop the files onto the window to start uploading.

Dedicated FTP Client:

Any FTP client can be used by following the application's instructions for connecting and uploading files.

There are many FTP clients available for a wide range of Operating systems, many are either free, or have a trial period.

Please Note: Once folders or files have been uploaded, they cannot be altered in any way. This is a security precaution. Please ensure all files and folders are correctly named *before* uploading.

Important Information

When sending artwork by email, please ensure that the subject contains your company name and full order number, as it appears on your PO. Emails without this information, or sent to the wrong address may delay the order.

Supplementary Information

All incoming transmissions are virus checked on receipt. If a virus is detected, we will ask you for replacement, virus free artwork. Unfortunately, we can not use contaminated artwork.

FTP HOST: ftp-artwork.businessgiftlist.com

E-mail artwork – artwork@businessgiftlist.com

Note: we can also accept artwork on CD, following the Artwork Requirements above on the following media:

Accepted Media:
 CD's, DVD's, 1.44Mb floppy disks, and 100Mb zip disks.

Please ensure that your artwork is readable by at least one of the pieces of software below:

Mac: Quark Xpress, Adobe Illustrator, Adobe PhotoShop, Adobe InDesign, Macromedia Freehand, CorelDraw ver11
PC: CorelDraw, Adobe PhotoShop, Macromedia Freehand