



Printcraft

Uploading files to the Printcraft FTP server.

1. File Types
2. Naming of Files
3. Compression of Files
4. Connection Speed
5. FTP Client Applications
6. Access Details
7. Notification of Upload

1. File Types

Printcraft supports all major file types & applications in use by the printing industry. This does not guarantee the application will produce acceptable results upon conversion to Postscript or PDF, due to the fact that there are known problems and unpredictable results when using Microsoft Publisher and earlier versions of Corel Draw.

Some useful guidelines are as follows:

- If supplying native files, ensure all links and fonts have been included. Work cannot commence on files that are missing required resources.
- All files supplied in their native format, that aren't accompanied by hardcopy, should have a low resolution PDF generated and supplied with them - this therefore ensures the sender has had an opportunity to view the output of the file, and has allowed for a preliminary hard copy to be generated at **Printcraft** for representation only.
- Supplied PDF's must be to Print ready specifications. i.e. Correct resolution, colour space, bleed, trim offset. For assistance, contact **Printcraft**.
- If generating a composite PDF, be aware of the use of transparency (Indesign & Illustrator) with spot colours, as this can cause unacceptable results. As a general rule, these jobs should be supplied as native files for proper separation or as a pre-separated PDF.
- Please note that PDF 1.4, 1.5, & 1.6 will be converted to PDF 1.3.

2. Naming of Files

The naming of the file to be transferred is extremely important. Deviating from the guidelines below can result in corruption of data, and/or delay of transmission. If multiple files are necessary for transmission, please use a compression utility as described later to create a single archive conforming to the following guidelines.

- Restrict the length of the file(s) to be transferred to 31 characters (this includes any extensions)
- Avoid using special characters such as ! @ # \$ % ^ & * () { } [] | \ / " : ; ' < > , . - = +
- Avoid using spaces. If a space is required, please use an underscore “_”

Business Address
23 Links Ave North
Eagle Farm
Queensland 4009

Postal Address
PO Box 1078
Eagle Farm
Queensland 4009

Telephone
+61 7 3291 2444

Facsimile
+61 7 3291 2488

E-mail
prepress@printcraft.com.au

Internet
www.printcraft.com.au



3. Compression of Files

Compression of files helps to protect the files from corruption, creates a single archive, and reduces the amount of time needed to transfer the data over the internet.

The most common compression utilities include WinZIP, Stuffit, and MacOS X archiver - all of these are supported by **Printcraft**.

- Any native files e.g. Quark, Indesign, fonts(all required for printing) & graphics, should be compressed into a single archive.
- PDF files do not need to be compressed, as most Print ready PDF settings include compression algorithms.

4. Connection Speed

Although a connection speed greater than dial-up is recommended, it is not necessary. The slower the connection speed, the longer it will take to transfer your files. In the event of a connection dropout, **Printcraft** does support re-queuing of uploads. This is feature specific to the FTP client application you choose to use.

5. FTP Client Applications

Printcraft recommends the following FTP client applications for use:

- Mac OS X 10.x - Cyberduck 2.x
Available from <http://cyberduck.ch/Cyberduck-2.4.6.dmg> 4.4 MB
- Mac OS 7,8,9 - Fetch 4.0.3
Available from <http://fetchsoftworks.com/Fetch4.sit> 1.2 MB
- Windows - CoffeeCup FTP
Available from <http://www.coffeecup.com/free-ftp> 3.6 MB

6. Access Details

Use the following details for your FTP Client application.

- Host/Server Name: **ftp.printcraft.com.au**
- User Name: **contact printcraft**
- Password: **contact printcraft**

7. Notification of Upload

When the FTP upload is complete, you must notify your **CSR** or prepress@printcraft.com.au. This will ensure your file transfer will be actioned as soon as possible.

Business Address
23 Links Ave North
Eagle Farm
Queensland 4009

Postal Address
PO Box 1078
Eagle Farm
Queensland 4009

Telephone
+61 7 3291 2444

Facsimile
+61 7 3291 2488

E-mail
prepress@printcraft.com.au

Internet
www.printcraft.com.au