

### Sending Artwork Using Great Lakes Label's FTP

This form is to help our customers with sending and transferring artwork. Hopefully this document will answer any questions needed to successfully submit artwork for review. Please call us should any questions or concerns arise at **616.947.9880** or **email us at: [info@greatlakeslabel.com](mailto:info@greatlakeslabel.com)**.

Great Lakes Label LLC has an FTP site to make transferring large art files fast and easy. Our **FTP site is 100% secure**, clients cannot view anyone else's files or documents. Clients even have the option to require a password to download for added security. **There are two ways to choose from when sending artwork:**

#### Option 1 (Simple Upload)

1. Visit <https://greatlakeslabel.exavault.com/login> (Or visit our website under "Resources" > "Send Artwork").
2. Log on with the username: **gll-user** and password: **gllabel**
3. From the main page hit the tab "**Upload Files**" from here you can simply drag a file into the upload dock or browse your computer.
4. Press "**Start Upload**" from the upload dock.
5. You are now finished.
6. You will receive a call or an email letting you know your artwork has been successfully received.

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#### Option 2 (Send Artwork with Notes or Password Protect)

1. Follow steps 1-2 from "**Option 1**"
2. From main page select the "**Send Files**" tab located at the top of the page.
3. In the "**To**" field simply type "Art Department".
4. Fill in "**Subject**" and "**Notes**".
5. Choose "**Browse**" or simply drag and drop items into the upload dock.
6. From here you may CC email addresses, Require a password to download.
7. Press "**Send**". You will receive a call or an email letting you know your artwork has been successfully received.

# Great Lakes Label's Artwork Guidelines

Not all files are created equally. In order to produce the highest quality product we only accept certain files. Below are a list of guidelines for sending art files. If you are unsure about whether or not your particular file is acceptable or if you have any questions in general give us a call at **616.947.9880** or email us at: [info@greatlakeslabel.com](mailto:info@greatlakeslabel.com).

	Adobe Illustrator	Adobe Photoshop	Adobe InDesign
Current Version	Illustrator CS5	Photoshop CS5	InDesign CS5
Recommend (Y/N)	Y	N	N
File Type	AI or EPS	EPS	EPS or PDF files* *exports to

Above are programs we recommend for creating artwork. **We strongly encourage using Adobe Illustrator when saving a file.** Some files may be converted to allow for printing.

## How To Save Original Art Files

1. Save files as AI or EPS.
2. Do NOT embed images.
3. Save Files as current version (see chart above).
4. Supply ALL files required to match provided sample. This include fonts, images, barcodes etc.
5. **0.625" bleed** is required.
6. Save all linked images at a 300 DPI or higher at final size. This ensures optimal printing.
7. **Please note that all RGB files will be converted to CMYK for printing purposes.**

## Artwork Considerations:

1. **Cropping/Sizing:** make sure this is done proportionately. This is achieved by holding down the "SHIFT" key while sizing.
2. **Minimum Type Size:** Positive Minimum Size = 3.5 point  
Reverse Minimum Size = 4.5 point
3. **Line Weight:** Positive Minimum Size = 0.50 point  
Reverse Minimum Size = 0.50 point
4. **Bleeds:** set bleeds to **0.625"**