

# FILE DELIVERY FOR B-I-G MAGAZINES

We are set up to receive electronic files for Advertising and Editorial, via the Internet or on disk, in either Macintosh or PC platforms. **Macintosh** format is preferred. The following is a list of software and hardware that are supported. Please take note of these parameters, as we cannot assume responsibility.

## PREPARING FILES

To avoid reproduction problems and **additional charges**:

Include all printer and screen fonts and supporting postscript fonts and graphics with your ad file. If fonts are not included, we reserve the right to substitute fonts that closely match the original.

Ensure all colour is converted from **RGB** to **CMYK** and/or is set for process separation (CMYK printing).

Confirm that the file is prepared to the size that is booked.

If the ad is to print **B/W**, confirm that all colour graphics have been changed to Greyscale.

Allow 20-30% for dot gain in midtones and tritones.

Graphics and Scans should be at 300dpi and saved in an appropriate format **GIFs** are **NOT** acceptable for publication (see below for acceptable formats).

**JPEG** compressed files are **NOT** the preferred format for printing. They may be acceptable if they are not highly compressed and the resolution is 300dpi or higher. The JPEG format compresses files by throwing away data, high compression and/or low resolution will result in jagged images and text.

**TIF(F)** format is acceptable, do **NOT** use compression when saving in the TIF format.

Please include a plain text file that lists all the files/formats/fonts included when sending via email/FTP.

Please fax a hardcopy of ad to Sales Rep/Art Director or send one along with your disk. Please relay the method and time of transmission of your files to your sales representative so we may know where and when to expect your files.

## MACINTOSH

Quark XPress 3.32, 4.1\*,5,6

Adobe Pagemaker 6.0

Adobe Photoshop 7

Adobe Illustrator 10

Adobe Acrobat 4.0 (pdf) (MUST be

Distilled with Press Optimized Settings,

all fonts MUST be embedded)

Corel Draw 10.0

## WINDOWS

Quark XPress 3.32, 4.1\*,5

Adobe Pagemaker 7

Adobe Illustrator 7.0

Adobe Acrobat 4.0 (pdf) (MUST be

Distilled with Press Optimized Settings,

all fonts MUST be embedded)

Corel Draw 10.0

## SOFTWARE/HARDWARE COMPATIBILITY

Please note: We **CANNOT** accept any ads or graphics submitted in Word Processing or Office Type Software such as

**MS Word, Word Perfect, Excel or Power Point.** MAC format is always preferred. If you are in doubt, please ask.

**\*Quark Passport** files must be saved in single language format.

See ( <http://www.quark.com/support/techinfo/technotes.jsp?idx=90> ) for more information.

## TRANSPORT MEDIA ACCEPTED / MODES OF DELIVERY

Please note: Compress all files (.sit or Zip) before e-mailing them. Do **NOT** send self-extracting files ( .sea or .exe).

Please name your files to indicate the ad being transmitted.

3.5 HD Floppies Mac or PC

100 Mb Zip Disks Mac or PC

1 Gb Jazz Disks Mac or PC

CD Rom Macintosh HFS or ISO 9660 format Only.

**E-mail: 4MB** or smaller

artdept@businessinformationgroup.ca

TruckNews: salespics@trucknews.com

**FTP1:** (File Transfer Protocol) (See below for complete settings)

ftp address: bigftp.businessinformationgroup.ca

User ID: creative

Password: graphic

Directory: Uploads

**FTP2:** (File Transfer Protocol) (See below for complete settings) **(Use only if FTP1 is not available)**

ftp address: bigftp2.businessinformationgroup.ca

User ID: creative

Password: graphic

Directory: Uploads

## ACCEPTABLE FORMATS

We support the following, check before submitting:

Do **NOT** use DirectCD (Mac or PC) or other software that creates UDF format (Drag and Drop Recording).

There are problems reading them on both Mac and PC.

**PCs** use **EasyCD Creator**, if you have it, its default data format makes CDs readable by Macs and PCs.

## Settings/Troubleshooting FTP Connections

Our FTP Site is used by over 30 publications, please name your files appropriately.

It is preferred that you compress your file (or files) into one compressed file instead of uploading a number of individual files or whole folders.

Please use Stuffit (.sit files for Mac or PC see <http://www.stuffit.com/> for more information) or Zip compression. Please **do not** send self-extracting files (.sea or .exe etc.). We can unStuff or unZip files on either Macs or PCs. **Settings for a FTP Client** program (i.e. Fetch) or using FTP commands from a DOS prompt.

**(FTP1)** Address: bigftp.businessinformationgroup.ca

Username: creative

Password: graphic

Directory: Uploads

**(FTP2)** Address: bigftp2.businessinformationgroup.ca **(Use only if FTP1 is not available)**

Username: creative

Password: graphic

Directory: Uploads

If using a DOS prompt, switch to binary mode to upload.

If you are having trouble connecting to our ftp site with an FTP Client (Fetch etc.), check to see if "passive mode" is on or off. Our FTP Server sometimes does not like "passive mode" being enabled, the following is how to check the settings in Fetch but other FTP programs should be similar.

In Fetch go to the "Customize" menu then select "Preferences".

In the "Preferences" window select the "Firewalls" tab.

In the "Firewalls" tab if "Use passive mode transfer (PASV)" is on (checked ) turn it off, if it is off, turn it on.

## **On PCs Only**

to use ftp from a web browser on a PC (works with MS Internet Explorer 5 or later for the PC, does not work with Netscape).

### **(FTP1)**

ftp://creative:graphic@bigftp.businessinformationgroup.ca/Uploads

It should take you directly to the Uploads folder but it might then prompt for username and password, or possibly just the password.

Username: creative

Password: graphic

you should then see a list of files in the "Uploads" folder.

### **(FTP2) Backup Server (Use only if FTP1 is not available)**

ftp://creative:graphic@bigftp2.businessinformationgroup.ca/Uploads

It should take you directly to the Uploads folder but it might then prompt for username and password, or possibly just the password.

Username: creative

Password: graphic

you should then see a list of files in the "Uploads" folder.

You can then use copy and paste (right click) into the browser window. Do **NOT** Drag and Drop files, you will get permission errors and the transfer will fail.

**Mac Users** can Download with Internet Explorer for Mac using

ftp://creative:graphic@businessinformationgroup.ca/Uploads, but Internet Explorer for Mac **does not** allow uploading of files.