

FTP

FILE REQUIREMENTS

- ◆ Images *must* be cropped exactly to print size at 300 dpi.
- ◆ Images *must* be saved as a JPEG, level 10 or higher using Baseline (“Standard”).
- ◆ Select **RGB Color Mode** and **8 Bits/Channel**, this includes black & white and sepia images.
- ◆ Merge all layers, delete all Alpha Channels.
- ◆ Embed a valid **ICC Profile**.
 - We suggest using our ASAP Custom printer profiles available for download on our website. Proper color profiles are very important for color accuracy. You will see a difference.
 - If not we recommend **sRGB** for natural color.
 - If you have an **Adobe RGB** workflow, please notify us in advance.
 - We do not recommend **ProPhoto RGB** as it may print with poor color representation.
- ◆ For printing purposes a JPEG file level 10 or higher is equal in quality in comparison to PSD and TIFF files. JPEG files are a must when using FTP to save bandwidth and time. For printing we achieve equal quality. If you insist on using a PSD or TIFF file we will accept those orders on DVD or CD.

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FREQUENTLY ASKED QUESTIONS

- ◆ What platform do you use?
 - Windows-PC or Mac.
- ◆ What internet connection do you have?
 - Cable, DSL or dial-up. Only Cable and DSL will work for FTP.
- ◆ What internet browser do you use?
 - Only *Internet Explorer* version 6.0 or 7.0 will work with FTP.
 - *Firefox*, *Netscape*, *Opera*, or *Mozilla* do not support FTP.
- ◆ We suggest using an FTP client software. They are available as a free download and very user friendly.
 - For Windows we recommend *FileZilla* available at <http://filezilla-project.org>.
 - For Mac we recommend *Fetch* available at www.fetchsoftworks.com.

FTP SETUP GUIDE

Our FTP Server is available for easy and convenient digital delivery to the lab. Follow these easy steps to utilize our FTP Server.

- ◆ Call the Crossview Lab at 713-785-4443 to set up a username and password.
- ◆ Download FTP Client software to make transfer of files to our server a breeze. We recommend *FileZilla* for *Windows* and *Fetch* for *Mac OS X*. If necessary call the Crossview Lab at 713-785-4443 for help setting up the software.
- ◆ Follow our *FTP File Requirements*.
- ◆ Organize your JPEG files into folders by order name, then subfolders by quantity and print size. No matter the amount of subfolders, this is the most efficient way for our printing workflow.
- ◆ When the file upload is complete call the Crossview lab at 713-785-4443 to confirm the order.

GALLERY WRAP CANVAS SETUP GUIDE

A Gallery Wrap Canvas print must be cropped to allow for the “wrap” around the stretcher bar. The extra area of a canvas must be 2 1/2 inches on each side. A Photoshop template is available by email. Just write to canvas@asapproimaging.com to ask for a template with the guides already laid out. Include the size and orientation (landscape or portrait) of your image. If you use our LabPrints ordering software, a LabPrints Gallery Wrap template is also available.

- ◆ Please present the Lab with your file by FTP or LabPrints.
- ◆ Follow our *FTP File Requirements*.
- ◆ Follow our *LabPrints Procedures*. When using the Gallery Wrap template for LabPrints, the Composite Designer must be used. Also, you must turn on the Guide Lines by going to the “View” menu, then “Grid Options”, then check “Show Custom Guide Lines”.