

### **File Specifications**

Accepted File Formats: High-Res Adobe Acrobat or Illustrator w/ all text converted to outlines. Please embed/flatten all images.

Resolution: Prep file at original or no less than 50% original size. Set at desired resolution.

Bleed/Trim: All bleeds should be set at .25-.5". Set crop marks at desired trim lines.

### **Upload Instructions**

For MAC users:

With FTP client software: follow upload information below.

Without FTP client software: we recommend YouSendIt.com for files under 50 meg.

Send files to [admin@metropolitangraphics.com](mailto:admin@metropolitangraphics.com)

### **For Firefox users:**

With FTP client software: follow upload information below.

Without FTP client software, you will need to download and install the Firefox

FTP Plugin: <http://fireftp.mozdev.org>. You will need Upload Information below to proceed.

### **For Explorer users:**

With FTP client software: follow upload information below.

Without FTP client software, follow the instructions below. You will need the user information noted in the Upload Information below:

1. Open the FTP website in your browser.
2. Click View or Page, and then click Open FTP site in Windows Explorer.
3. Type the user name and password, and then click Log On
4. Copy and Paste the original file from your computer into the desired folder on the ftp website.

### **Upload Information:**

Address: <ftp://ftp.metropolitangraphics.com>

Username: metrographics

Password: visitor

Please place all files in the GUEST folder.

### **Notify Us!**

Metropolitan Graphics does not check periodically for uploaded files. Kindly notify us once your file(s) have been uploaded: [admin@metropolitangraphics.com](mailto:admin@metropolitangraphics.com) or 800-899-0015