

# Electronic File Transfer Guide

The transfer of electronic files to GM Nameplate may be required for many reasons: requests for quotation (RFQs), design reviews, production of tooling or artwork. File transfer technology is changing rapidly and we strive to stay as current as possible. The following guidelines address various transfer methods that we can use to get the job done as timely and accurately as possible.

Your account manager is your primary contact at GM Nameplate. He or she will coordinate your file transfers and answer any questions.

## Section 1: ART/GRAPHIC FILES

GM Nameplate's art department utilizes PC versions of the following Adobe programs for in-house graphics production work. Files produced using the programs listed below are preferred.

### SOFTWARE:

- Adobe Illustrator CC (PC)
- Adobe Photoshop CC (PC)
- Adobe InDesign CC (PC)
- Fonts used: Postscript Type 1 and TrueType fonts

**CorelDRAW (PC) Users: Export the file to Adobe Illustrator format and export all text as curves.**

### FILE TYPES & FORMATS:

Document files from the programs listed above provide the best file transfer results. A list of acceptable file types is also included below. In some cases, additional fonts may be required for non-standard fonts. If the program you are using is not listed, please contact your account manager.

- Postscript and Encapsulated Postscript.
- Vector format files - DWG and DXF. Some of these file types are used for engineering and drafting environments. They need to be run through converter programs and are used as rough starting points for art.
- **For Photos:** Bitmap format files - TIFF, EPS, JPEG.  
EPS or TIFF (**CMYK**) formats are the best for four color pictures and should be approximately 300 dpi at the size they are printing.

**DO NOT use RGB format.**

### HARDWARE:

PC Intel-based computers. High resolution imagesetter and Postscript laser printer.

### PROOFING OF ARTWORK BY THE CUSTOMER

At your request, we supply a composite color proof for your approval. This proof will be exactly what we plan to print and needs to be carefully reviewed. The colors will be close approximations of the specified color, but should not be used for color matching purposes. While we make every effort to create artwork accurately and as specified, it is your responsibility to verify we have interpreted your design accurately. If you do not request a proof, GMN may supply one at our discretion. The due date for the returned proof is critical to maintaining your project's production schedule.

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## Section 2: CAD files

### SOFTWARE:

The following applications are currently used in the CAD department.

2D DRAFTING APPLICATIONS:

- AutoCAD

- AutoCAD LT

3D MODELING APPLICATIONS:

- SolidWorks

CIRCUIT DESIGN APPLICATIONS:

- Altium

#### **FILE TYPES:**

There are several file formats that translate data between the listed applications. In most cases several options are available.

Some file types work better than others, so it is worthwhile to determine which file types work best in different situations. For quoting purposes we only need to open, print and add dimensions. When the project becomes an order, file types are critical to costs and accuracy.

**The list below indicates file types in the order of their usability.**

#### **2D Drafting files:**

- DWG from AutoCAD (all versions)
- DWG from other applications
- DXF (not as reliable as DWG)

#### **3D Modeling files:**

- Native part, assembly or drawing files from SolidWorks (SLDPRT, SLDASM, SLDDRW)
- IGS or STP files from 3-D applications
- Parasolid (X\_T)
- Stereolithography (STL)
- Native files from other 3D applications may be acceptable but usually with less accurate results. Check with your account manager.

#### **Electrical Circuit Layout files:**

- PCB files from Altium
- ASC files from any circuit layout application
- DXF
- Gerber files (can be opened with varying results)

Schematic Capture files:

- SCH files
- ASC files from any schematic capture application
- DSN files from CAD

#### **HARDWARE:**

All applications run on PC Intel-based computers.

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## **Section 3: ACCEPTABLE MEDIA & OTHER FILE TRANSFER METHODS**

### **Internet - FTP (files transfer protocol)**

The most reliable and quickest method of transferring files is via the Internet. A secure account can be set up for ongoing file transfer needs. If you need an FTP connection, please contact your account manager.

**Internet - e-mail:**

Although not as reliable as FTP, files can be attached in an e-mail document and sent to anyone at GM Nameplate. Be sure to include your name, company name and phone number within the body of the e-mail message, so we can contact you should we have a question. Also, please specify whether the file(s) are for CAD or Art.

**CD-ROM (Compact Disk)****Thumb drive**