

Digital File Checklist

Designer Info

Company Name _____

Phone _____

PO # _____ Sales Rep. _____

Account # _____

Job Specs

Job Name _____

Item # _____

File Contact Info

Person to contact _____

Phone _____

E-mail _____

File Info

**Label all discs with your company name.
Send copies only - never originals.**

Acceptable File Types: QuarkXPress, InDesign, Illustrator, and Adobe PDF.

Do not use: Microsoft Word, PowerPoint and Publisher.

MAC (preferred) PC

Output Info

Submit color hard copy or PDF.

CMYK Add 40% cyan, 40% magenta, and 40% yellow to all large CMYK black areas.

Spot Colors (list PMS #'s) _____

Foil Stamp _____

Emboss _____

Scale: 100% Other _____

Include bleed .125" (1/8")

Do not apply traps to your file. We will handle.

Cost Info

There is no additional charge to output properly prepared files in acceptable programs.

- Charges to correct or alter files are based on the complexity of the changes.
- Normal production time begins with acceptable output from your file.

File Checklist

Helpful for designers when collecting job files to send.

- Page Layout:** Build document page size equal to final page trim. Verify that no blank pages, unused colors, pasteboard elements and/or overflow elements are left. Confirm bleeds extend beyond the page by 1/8 inch minimum (if required). Build your documents in readers spreads not printer spreads. Create your multiple page document as single pages. Start with the cover and end the file with the back cover. We will impose your pages. When preparing book work use a program like InDesign or QuarkXPress. Illustrator should be avoided because it's not suitable for multi-page documents.
- Page/panel sizes should be correct for item ordered. Feel free to call us if you would like a template.
- Include embedded or nested images. Check that no pictures or links are missing or appear on unused master pages. RGB images are usable, but CMYK will result in better color. Grayscale and color images should be at 300 ppi. Line art should be at 1200 ppi. Fine rules should be **.25 point width**, not "hairline".
- Include printer & screen fonts. Use the proper font rather than applying a font style in your software.
- Define colors as spot or CMYK in graphic & page layout programs. Check that spot colors are named correctly. Document color mode should be CMYK not RGB (in Illustrator, InDesign). Rich black should be used for large black area if your job is running on an offset press.
- Use the "package" or "collect for output" utility from the file menu of your page layout software if sending native files.
- High resolution pdfs are acceptable. Please use the "press quality" setting if we are printing your job on an offset press. Please add .125" bleed and crop marks.
- Include color hard copy or PDF.**
(Additional charges may apply if no hard copy is sent.)
- Proofread all files. *We are not responsible for errors in submitted files.*

Sending Files

Important: Include your purchase order # and job name in the subject line of your e-mail or file transfer.

File Tip

Compressing your files before sending via e-mail or FTP is helpful.

E-Mail files smaller than 10 MB:

prepress@jcprinters.com

Send larger files via FTP:

First time users will need to call for access information. (231) 947-6898

Please call or e-mail us when uploading your files to our FTP site.