

# 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

Number of Discs submitted: \_\_\_ CD \_\_\_ Zip

## 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.**

- Send files in their native application.
- Save final artwork in program format (editable) **not as PDF or PostScript.**
- Convert all **type** in Illustrator to outlines or paths.
- Include printer & screen fonts. **Do not use TrueType fonts, styles or attributes.**
- Do not specify a rule weight of hairline. **Create as .25 point rule.**
- Clipping paths should be created in PhotoShop.
- Page /panel sizes should be correct for item ordered.
- Save graphic files in **EPS or TIFF** format. No PICT, JPEG or GIF.
- Process graphics **must be in CMYK - No RGB.**
- Include embedded or nested images.
- Image scan resolution should be 300 dpi for grayscale & CMYK images.
- Use 1200 dpi for bitmap line art.
- Place all scans at 100% or smaller.
- Define colors as **spot or CMYK** in graphic & page layout programs.
- Rotate, scale and crop all images before placing on page.
- 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

**Use Stuffit® or WinZip® to compress your files before sending via e-mail or FTP.**

**E-Mail files smaller than 2 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.*