

file Prep Checklist

At JS Printing, we strive to help you create quality publications. To help eliminate potential problems with your order, please use the following checklist each time you submit an order.

Note: Personal use only. This checklist is not applicable to My Design Online users.

Document Setup

- Correct page size (no landscaped pages) _____ initials of person responsible
- Margins are set to .5" _____ initials of person responsible
- Centerspread (if applicable) is two facing pages _____ initials of person responsible
- Bleeds (if applicable) are set up correctly. _____ initials of person responsible

Image Formatting

- All images were converted to grayscale (B&W publications) or CMYK (full color publications) format. _____ initials of person responsible
- The resolution for all images is correct (130 dpi for newsprint, 300 dpi for non-newsprint) _____ initials of person responsible
- All images with text or artwork are 600 dpi. _____ initials of person responsible
- All images were placed on the page. _____ initials of person responsible
Note: Copied/pasted images produce a very poor print quality. In many instances, these images will not print at all.
- Images were not resized by more that 20% once placed in document. _____ initials of person responsible
- All images have a unique filename. _____ initials of person responsible

Preparing Files To Send

- Multiples pages/files have been consolidated into one file for submission. _____ initials of person responsible
- If sending a PDF, the PDF was created using our instructions at: www.jsprinting.com/pdf-recommendations/ _____ initials of person responsible
 - The PDF has been fully reviewed _____ initials of person responsible
- If sending a compressed file, I used my design software's internal packaging feature to collect my files. _____ initials of person responsible
 - The packaged file has been fully reviewed and all image files, font files and the actual design document are included _____ initials of person responsible

Preparing Files To Send (Non-PDF submissions only)

- I have faxed a proof of my publication to 800-299-1813. _____ initials of person responsible



For help with any of the above topics, visit the TechKnow lesson section of our website under the Resources tab.