



Digital Prepress Customer Pre-Check Sheet

The following information is a pre-check list designed to aid DFW Printing Co., Inc. customers in better preparing their jobs for a smooth digital work flow. Items listed are those which have been found to create problems requiring attention from both our staff and the client. This list does not reflect all problems which may be encountered nor does it insure a perfect print job. Its intent is only to remind and assist the client when checking their job prior to sending to DFW to print. For additional information or questions please contact your DFW Printing Co., Inc. sales representative at 817.695.0500.

Digital Prepress Naming Convention

001-C-PREPRESS-12_10_03

page # 3 spaces	Color B B&W C Color	PUBLICATION NAME (8 Characters Max)	MM_DD_YY PRINT DATE
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Note: all characters must be CAPITALS and each section must be separated with a dash (-) between and date is separated by using an underscore (_)

Pre-Check

-all fonts embedded in pdf files (included in fonts folder for all others)
-all 4-color art converted to C M Y K (no RGB, LAB, Bitmap, etc.)
-all black & white pages saved as grey scale (no CMYK, RGB, LAB, etc.)
-all type saved as black only (no process black)
-all pdf files saved as single documents (no multiple page or pre-separated files)
-all pages labeled correctly (see naming convention above)
-all folios correct (page numbers, dates etc.)
-all file image areas same as print image areas (image area is page size minus white borders)
-has color placement, page count, etc. changed from what was given to sales representative.
-for all revisions please place a (+) at the end of the date per revision to that page (1/27/03+)

For all files being sent FTP please send an email confirmation that all files have been sent. In your e-mail please include color placement and page count. This confirmation should be sent to

digitalprepress@dallasnews.com

after hours numbers for Digital Prepress are 817.695.0380 or 817.695.0412