DFW
PRINTING COMPANY , INC.
YOUR PARTNER IN PRINTING

Pre-Check Sheet Document

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 214-977-7458.

____ .....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 file name per revision to that page (Job.0102.A.001.P.C+)

Digital Prepress Naming Convention

Customer Name.MMDD.A.001.P.C

Customer Name=Customer Name can be abbreviated

MMDD=Month and Day

A=Section if multiple sections. If one section only no character is required

001= page number

P= P for single broadsheet or X for double broadsheet such as a center spread that spans two pages

C= C for color page or B for black only

Note:

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 the after hours number for Digital Prepress is 214-977-6880.