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ELECTRONIC FILE CHECKLIST

- Have you supplied all screen and printer fonts used in your file and in any EPS files imported in your document?
- Have you supplied all imported graphic files used in your document (eps, tiff, jpeg, etc.) in their original native format? NOTE: Stored or embedded graphic files cannot be verified or adjusted. Original files are best.
- Have you verified that ALL COLORS used in your document and in any graphic files are set to CMYK values for proper separation? Please remove all unused colors from your document.
- Make sure color graphics (eps, tiff, etc.) have been converted from RGB to CMYK and scanned at proper resolution (300 dpi). NOTE: Do not use compression when saving images. Save scanned images as .tiff files.
- Is your page layout program supported by Village Printing?
- Have you indicated any special instructions?
- Did you check the spelling and grammar of your document?
- Does your file include the appropriate bleed area (at least 1/16")?
- Does your file include the appropriate margins?
- Have you replaced large black areas with Rich Black (75% Cyan, 50% Magenta, 50% Yellow, 100% Black) to make them appear more solid?
- Have you backed up your files on your hard drive or other media in case of file damage? If not, please do so now.

If you are sending your file(s) by mail:

- Have you included a list of what is included on your shipping media?
- Have you properly labeled your media (floppy disk, Zip disk, CD) with your name, address, phone and job number?
- Have you supplied the most recent, 100% scale hard copy proof of your file?
- Have you listed all font names, font types (postscript and truetype)?

Multiple file instructions

If you have more than 1 file to send, it is best to upload them as a single compressed file. Put all of your files in a single folder and compress folder using Winzip. Mac users compress file using Stuffit.