



Print File Checklist

In an effort to reduce errors in the printing process we have developed this checklist for your files. Please go through the checklist to ensure that you have created the files correctly.

Is the file the correct size? Yes No

Is there bleed on the file? Yes No

Is the DPI 300 or higher? Yes No

Have you spell checked the file? Yes No

Are you sure this is the most recent version? Yes No

Are the Pages in 4 page increments? Yes No

If the book is perfect bound have you made the spine correctly? Yes No