



Tips for Electronic File Preparation

According to the Graphic Arts Technical Foundation, 57 percent of customer files are prepared incorrectly or are missing essential elements. To avoid costly errors and prevent project delays, follow these tips for preparing electronic files.

1. Include all necessary files organized as follows:
 - A. Document folder
 - B. Fonts folder
 - C. Images folder
2. Organize your files by labeling each one clearly and indicate what program and version of software was used.
3. Check color specifications by referring to a printed process color guide.
4. Include a printed proof of the latest version of your file.