

Best Practices Checklist

Practical advice, for creating your own layouts and bringing them to a service bureau or full service print shop on disk.

1. Get a quote for your job.
2. Ask questions about layout size, margins, & bleeds.
3. Ask how it will be printed: on press, or printer.
4. Ask which types of files your bureau can accept.
5. Bring in a sample from your printer, preferably at 100% scale.
6. Bring in all the associated files with your master file. (Make sure to back this up in case of problems.)
7. Bring all of the appropriate files, and put them in a clearly marked directory. Preferably the only files on the media that you bring in.
8. Let us know which application you did your work in.