LARGE FORMAT PRINTING CHECKLIST

WHAT TO DO BEFORE YOU UPLOAD:

☐ **FINALIZE YOUR DOCUMENT.**

The version of your document that you intend to print should be READY FOR PRINT. This means the document should be COLOR CORRECTED and PROOFREAD. When you are editing your document try to be mindful of how colors are printed on your intended paper type and make changes to your colors accordingly. Include crop marks in your document when applicable. It is not the printer's responsibility to make changes to your document before print.

☐ **MAKE A TEST STRIP.**

A test strip in this case is a copy of the document which is 10% of the original document size.

☐ **WRITE YOUR INSTRUCTIONS.**

Include a simple text document with all your printing specifications. These include:

        PAPER TYPE: [enhanced matte, glossy, pearl luster]
        DOCUMENT SIZE
        BORDER SIZE
        NUMBER OF COPIES
        PRINT DUE DATE [document should be uploaded at least 1 WEEK before due date]
        CLASS NAME

☐ **CREATE YOUR UPLOAD FILE.**

When you have your document ready create a folder with your LASTNAME_CLASSNAME. Each document included should be labeled accordingly. Both the test strip and final print document need to be a HIGH RESOLUTION JPEG