



# File Submission Guidelines

Fox Print Direct utilizes a PDF workflow to a direct-to-plate thermal device. Files may be sent via FTP server or the control panel on our website. When you upload a file using the FTP server or our control panel, the file is automatically preflighted and soft proofs are generated for approval. After which your job is plated and ready to be printed. Please follow the guidelines below to ensure your job is processed in a quick and timely fashion without any problems or delays.

## Before you submit/upload your PDF...

- Contact your sales representative to confirm your order and receive your job number. You will need to prefix your filename with this job number for easy identification.
- Make sure all colors in your PDF are in CMYK (NOT RGB). This includes all artwork. Fox Print Direct uses a four-color process. Using RGB format will result in color distortion.
- Embed all fonts to ensure that your chosen fonts appear correctly.
- Each individual job needs to have all pages contained in single PDF. **DO NOT MAKE A SEPARATE FILE FOR EACH PAGE.**

## When you are ready to upload your PDF...

- Name the file using a distinctive descriptive for your job.
- Your file name **MUST NOT** contain any spaces, symbols or special characters other than underscores, numbers, or dashes. Invalid characters include but are not limited to the following: `!@#$%^&*()|\~,<>?:;'"`
- Prefix the filename with your job number received from your sales representative.
- **DO NOT** use generic names such as "Page1", "Book", etc for your file.
- An example filename could be: **17032\_BohnFlyer.pdf**. The number "17032" is the job number provided by your sales representative and "Bohn Flyer" is the name of the job.
- To upload your file you can...
  - Login to the control panel on our website at <http://www.foxprintdirect.com>
  - FTP the file via your preferred FTP client to <ftp://ftp.foxprintdirect.com>
  - You can use the same login/password provided to you by your salesperson for both the control panel and FTP.

## After you upload your PDF...

- A preflight report will be generated and sent to the email addresses you specified in the control panel.
  - If you do not receive a preflight report within 24 hours your files may not have been received. Verify the filename used and resubmit or contact your sales representative.
  - If you receive a **FAILED** preflight, fix the errors listed and submit again. If your file failed and new files are not submitted, we will not be able to print the job.
  - If you receive a **PASSED** preflight report, your file has been accepted and will be prepared for printing.

## If you need help....

- Contact your sales person at 800-868-6442
- Email us at [support@foxprintdirect.com](mailto:support@foxprintdirect.com)