FLORIDA SUN PRINTING
WEB OFFSET & UV PRINTING | MAILING | DIGITAL PRINTING

904-879-2101

PROCEDURES FOR SEND-IT:

File Requirements:
High Resolution pdf file.

Black type must be 100% black.
No cyan, magenta, yellow.

All color images and art must be
CMYK not RGB.
All b/w images must be
grayscale.

Preferred Resolution:
300 dpi on CMYK images
170 dpi on Grayscale images

Name your PDF file:

If all pages are in ONE pdf file (if all pages are either color or grayscale) -
Name must be 3-5 characters + dash + 4 letter date.
EX. FSP-0922

If all pages are separate pdf files (if you have both color and grayscale pages) -
Name must be 3-5 characters + dash + 4 letter date + dash + page number.
EX. FSP-0922-001, FSP-0922-002, FSP-0922-003, etc.

Go To Web Address:
upload.flasunprinting.com

Enter:
username:
password:
Click - Login

1. Create a job:
    - Go to top right and click NEW.
2. Enter Job name:
    - Can be your publication name.
3. Add/Upload your file(s):
    - Click on your job name.
    - See left for Pages window.
    - Click Choose File button.
    - Find your PDF file(s).
    - Choose the appropriate color choice for your PDF file(s), SENDIT_BLACK or SENDIT_CMYK, from the Preflight
      profile pull down.
    - Click Send-It button.
    - Patience! Takes a bit of time but the file will begin to process and you will see your page(s) in the main white
      window. You can choose to View by: List or Icon.
4. Proof your pages:
    - Click on a page.
    - Click on View-It.
    - Use the -/+ to enlarge or decrease your view.
    - Click the page and move it around to see different parts of the page.
    - You can double check for four color black type by unchecking the K next to channels.
5. Approve or Delete and re-upload your page(s):
    APPROVED -
    - If the page is approved to print click the icon on the top that has the green check. You will see a green circle next
      to the page number.
    NOT APPROVED -
    - If the page is NOT approved click the icon on the top with the red X. This will delete the page and you will need
      to re-upload that page. ONLY re-upload the individual page(s) that you deleted.
        Name each page with the original pdf file name. You MUST use the page number of the deleted page.
        Name must be 3-5 characters + dash + 4 letter date + dash + page number.
        EX. FSP-0922-001, FSP-0922-002, FSP-0922-003, etc.

You must approve each page before we can print your file.

(Once approved you will see a green circle next to the page number.)

Once you are finished hit Disconnect and close the window.