

PREPRESS CHECKLIST

SPELLING

- A final spell check was done and there are no misspelled words.

COLOR

- The only colors in the file are those to be printed.
- Spot colors defined as spot colors; process colors built with CMYK values.
- Imported images are built in the correct color space.
- Spot colors are defined identically throughout all imported graphics files.

BLEED

- Bleeds have been built into the document if necessary. (Amount requested by printer, or 1/8")
- Bleeds and cropmarks have been included in high resolution PDF.

IMAGES

- All imported images are linked.
- All imported images are the proper resolution for the required press linescreen.
- Any low-resolution FPO images have been replaced with their high-resolution counterpart.
- All imported images are an optimized format for printing, e.g. tiff or eps vs. gif or jpeg.
- Imported images are built in the correct color space.
- Spot colors are defined identically throughout all imported graphics files.

FONTS

- There are no missing fonts in your file. Use FIND FONTS Dialog box to manage
- There are no missing fonts in your imported images. Recommended: fonts rasterized in Photoshop or converted to outlines in Illustrator.
- All fonts are using a typeface available to that font (*ie. Whitney font family has no ultra thin .*)

COLLECT FOR OUTPUT/PACKAGE (see *instructions handout*). For vendor and archiving.

- A collect for output has been done and (compressed) folder includes includes:
INDD or Illustrator file, all images, fonts, graphics and PDF. Also a PDF of Spec Sheet and/or Estimate of job.
- Composite laser prints have been printed at 100% unless noted for the vendor.
- Composite laser prints have been marked with notes for the vendor (*ie. variable data, perforations, etc.*)
- Separations have been printed to correspond with composites, if requested by printer.
- A printed Spec Sheet and/or Estimate of the job.

DELIVERY

- Vendor may request the native files (the .zip files) or just the high resolution PDF (*See PDF handout*)
- Physical delivery may be USB or CD
- Electronic delivery may be FTP, browser upload, cloud sharing or email.
- Be sure to deliver hard copy prints when possible. Especially for:
critical color, folded pieces, multiple pages/sides, and additional finishing required