

PRE-PRESS CHECKLIST

These are the most common problems we run into when checking files for print.

By properly preparing files, production delays are avoided.

COLOR: Unless specified in the order, all printing is done in CMYK. Therefore, all other color modes must be converted to this profile. *Unless spot colors are specifically requested in the order, all spot colors should be converted to CMYK. RGB is never used for printing and should always be converted.*

PAGE SIZE, BLEED AND TYPE SAFETY/LIVE AREA:

PAGE SIZE OR TRIM: The actual, final, dimensions of your document.

BLEED: Color, images or graphics that reach trim line must actually extend .125" beyond that edge and into a bleed area. *This area should be .125" out from the trim line on all sides of the document.*

TYPE SAFETY: To avoid the possibility of important information being cut off in trimming, it is important to have a .25" margin in from the trim line on all sides of the document. Keep all type and important information inside this smaller "live area"

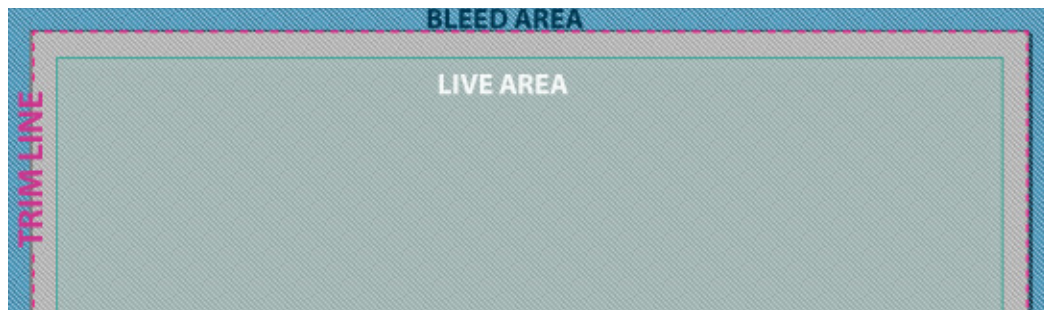


IMAGE RESOLUTION: All images must be a minimum of 150 dpi at print size. Anything less will result in poor image quality at printing.

4 COLOR BLACK TYPE: To prevent a possible blur effect, Very small type (6 pts or smaller) should always be a color value of 100% black (C-0, Y-0, M-0, K-100) not a mixture of CMYK values.

ONCE PREPARED, FILES SHOULD BE SUBMITTED IN .PDF FORMAT.

If working files are being sent, they must be fully packaged including all fonts and images and compatible with InDesign CS5 or Quark 8. These are the only acceptable file formats. If you need assistance creating a .pdf from your particular layout program, we will be happy to assist you.