

Prepress Checklist

Images



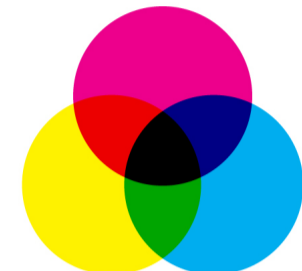
- 300 DPI/PPI resolution
- Convert images to CMYK
- Images are large enough to avoid pixelation
- Vector files are best for logos, icons, and graphics
- Images/graphics packaged with file or embedded

Fonts



- Proofread your work!
- Package fonts with the file OR convert text to outlines
- Check font sizes, styles, & justification for readability
- Check your character thickness - thin fonts don't print well!

Colors



CMYK

- Color swatches are CMYK (not RGB)
- If Pantones are used, the color number is correct
- All blacks are set to Black (0, 0, 0, 100%) not Registration (100%, 100%, 100%, 100%)

Document



- 0.125 or 1/8" bleed
- 0.5 - 1" margins
- Document size is correct
- Settings are correct for any cuts & folds, or perforation

Print Files



- Submit a high-res PDF or a document package
- FOR PDF:** Don't forget to export the proper bleed & trim settings
- FOR PACKAGED FILE:** All fonts & images included in the package!

Misc.



- Settings are correct for any special inks (metallic gold, silver, or white)
- If you are printing a saddle stitch booklet, the spreads are set up properly