Pre-Press Checklist

Follow this file preparation checklist to **Prevent the most common file creation pitfalls and**
Remember to:

Fonts
- Use PostScript fonts (avoid using TrueType)
- Send screen and printer fonts with the job (for both, page layout and graphic files)

Colors
- Define colors properly and consistently
- Delete unused colors
- Discuss trapping with the printer

Miscellaneous File Construction
- Delete all unnecessary pages
- Build document page size equal to final page trim
- Keep type and non-bleeding images at least ¼" from final trim
- Add at least 1/8" bleed to all graphics that bleed
- Allow room in the margin for drill or punch if necessary

Text & Style Attributes
- (Mac) use the proper font rather than applying a font style (use "Garamond Bold" rather than applying "bold" to Garamond from the style menu)
- Avoid using tiny type or graphic elements
- Align type using tabs, not the space bar
- Use at least 10 point type for reverses
- Delete unused style sheets

Documentation
- Print a directory of disc contents
- Include 100% size color laser proofs
- Tile an oversized document as opposed to reducing in size
- Properly mark proofs, identifying live vs. FPO images
- Note any special instructions

Digital Media
- Label media clearly with your company name, contact person, project name and date
- Include all layout and graphic files
- Copy files so that links will be maintained when the file is opened in a new environment

Graphic Elements
- Specify hairline rules as .25 points or greater (do not use hairline)
- Minimize nesting
- Crop unwanted graphic elements in an illustration program
- Re-size live images carefully with consideration given to resolution
- Scan images at a resolution of at least twice the final line screen
- Convert all RGB images to CMYK format
- Zoom to confirm placement of matching elements, particularly for cross matching
- Use uncompressed graphics (don't use LZW or JPEG for final output