

PRE-PRESS CHECKLIST

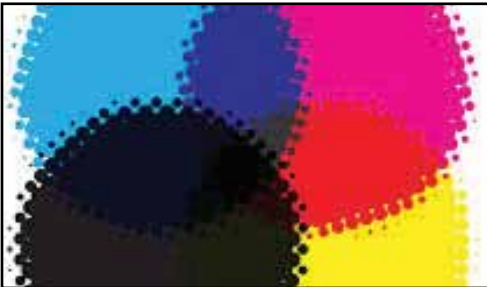


CLEAN UP

- A final spell check was done and there are no misspelled words.
- Also, hyphenation? Generally no. Also, check the AP style for dates, state abbreviations, dash usage (– —), etc.
- Any unused paragraph and character styles are deleted

COLOR

- The only colors in the files are those to be printed. In your swatches palette, click on the caret and choose "Select All Unused." Delete all swatches that are not being used
- Spot colors are defined as spot colors and process colors are defined to separate 4-color process.
- PMS colors are defined identically throughout all imported graphics files.
- Imported images are built in the correct color space to be separated as required (CMYK, RGB or Spot).



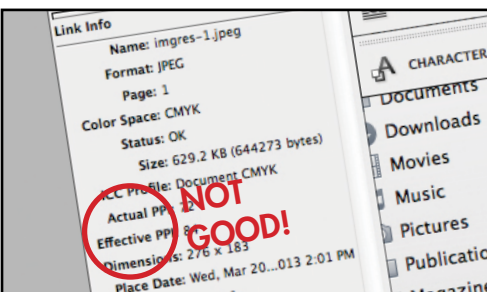
BLEED

- An 1/8" bleed (.125") (or other amount as designated by printer) has been built into the document if necessary. (Example: 8.5x11 with bleeds bumps up to 8.75x11.25)



IMAGE

- All imported images are the proper resolution for the required press linescreen (300 PPI). Be sure to check the "effective PPI" of each image in the links palette to ensure no images have an effective PPI lower than 300 PPI or greater than 450 PPI.
- All imported images have the correct corresponding colors to be printed.
- All imported images are built in the correct color space for separations, e.g. CMYK vs. RGB, spot vs. process.
- All imported images are TIFF format.



FONTS/TYPOGRAPHY

- There are no fonts in your imported images. Fonts have been rasterized in Photoshop or converted to outlines in Illustrator.
- Fonts are defined in document using the actual font, not in InDesign's fake bold or italic.

PACKAGE

- Check the Preflight panel in InDesign for any errors and resolve them.
- Package the file and export as a print-ready PDF.
- If you are uploading files to an FTP server, zip the file and label with the proper nomenclature.
- Complete and make a PDF of the print order. Place it in the packaged folder.

FINAL FOLDER

- Compressed folder for printer should include:
 - ___ Packaged InDesign files
 - ___ PDF of completed Print Order
 - ___ Press ready PDF of the project