

# Printing Checklist

## Page / Size Layout

Product page size is correct.

Page includes correct bleed

All important elements are at least 5.5mm from the page edge. (10mm for booklets)

No object extends beyond the page edge.

A black frame has been added (0.25pt, 100k, set to overprint)

No pronounced borders are used.

## Format / Files

Design is created in an application we accept.

Design is saved as a native file from the application

Design is supplied on a media type we accept.

Only files required for this job are included and are clearly labelled.

## Colours

All colours are converted to CMYK, including any Pantone or Spot Colours

All tints don't contain less than 10% of either Cyan, Magenta, Yellow or Black.

All colours, including images, have a total ink coverage of less than 225%.

## Images

All images are converted to CMYK, and saved as TIFF or EPS files.

Photos are scanned at 300dpi at 100%.

Line-art images are scanned at 800 to 1200dpi at 100%

Images for large format posters are at 150dpi at 100%

TIFF and EPS files are saved without any image compression.

Any alpha channels are removed and images are flattened

All linked / placed TIFF or EPS files are supplied



# Printing Checklist

## Fonts

All screen and printer fonts are supplied (including those used in an EPS)  
No Multiple Master, Metric or Mac system fonts are used.  
No effects from the 'text effect' menu in Freehand are used.

## Imposition

A mock up or hard copy is supplied and the design works on a functional level.  
All files are imposed within the document correctly.

## Other important things to check

No hairlines / finelines less than 0.25pt are used  
No Corel texture or postscript fills have been used  
All OLE objects have been converted to bitmaps  
There are no EPS files within other EPS files  
Overprint items are set correctly

