



File Prep Checklist

Design a Document That Prints Perfectly

Are all of the elements on the disk you are sending to the printer? ([Or click here for FTP](#))

- Layout files
- Placed scans and illustrations
- Hard copy proofs (or PDF)
- Postscript fonts (screen and printer fonts)
- TrueType fonts (only one part)
- Special Instructions

Use Quark Xpress' Collect for Output or PageMaker's Save for Service Provider features. For InDesign files, use "Preflight.." and "Package.." to examine and gather your files. Editable forms of graphics should be supplied, even if the graphic is stored in the publication.

Typical page building issues to watch for:

- Page size should be defined as final trim size.
- Bleeds should be created at 1/8" (9 points).
- Do not build your file as 2 page printer spreads.
- Unused items in the pasteboard area (outside the page) should be deleted.
- Unwanted elements should be deleted and not covered with white boxes.

Typical type-related issues to watch for:

- Do not use hairline width rules (define as at least 0.3 point).
- Do not use bold or italic click-on-styles on the Mac (use styled font from the menu).
- Do not use outline style (Create outline by stroking text in an illustration program).
- Do not use shadow style, create 2 offsetting text boxes (results in a low res shadow).
- Check spelling on your document.

Typical problems associated with how colors are defined.

- Always make sure color names are defined exactly the same between all programs.
- Define colors as either spot or process appropriately.
- The name of spot colors should include their name e.g. PANTONE 186.
- Print a color separated copy to your laser printer to check color breaks.
- Delete all unused colors from the color palette.

Image Considerations

For vector files such as line art illustrations or charts:

- File format generally will be EPS. Please convert PICT to EPS.

For bitmap files such as pictures:

- Resolution should be 300 dpi for pictures and 1200 dpi for line scans.
- Major scaling should be done during scan and not in page layout program. (Drastic enlargements of scans can result in low resolution pictures)

Please see the [DTP section](#) of our website to help you prepare your documents.

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