PRE-PRESS CHECKLIST

*These are the most common problems we run into when checking files for print.
By properly preparing files, production delays are avoided.*

COLOR: Unless specified in the order, all printing is done in CMYK. Therefore, all other color modes must be converted to this profile. *RGB is never used for printing and should always be converted.*

PAGE SIZE, BLEED AND TYPE SAFETY/LIVE AREA:

PAGE SIZE OR TRIM: The actual, final, dimensions of your document.

BLEED: Color, images or graphics that reach trim line must actually extend .125" beyond that edge and into a bleed area. *This area should be .125" out from the trim line* on all sides of the document.

TYPE SAFETY: To avoid the possibility of important information being cut off in trimming, it is important to have a *.25" margin in from the trim line* on all sides of the document. Keep all type and important information inside this smaller "live area"

IMAGE RESOLUTION: All images must be a minimum of 150 dpi at print size, although 300 dpi is optimal/preferred. Anything less will result in poor image quality at printing.

4 COLOR BLACK TYPE: To prevent a possible blur effect, Very small type (6 pts or smaller) should always be a color value of 100% black (C-0, Y-0, M-0, K-100) not a mixture of CMYK values.
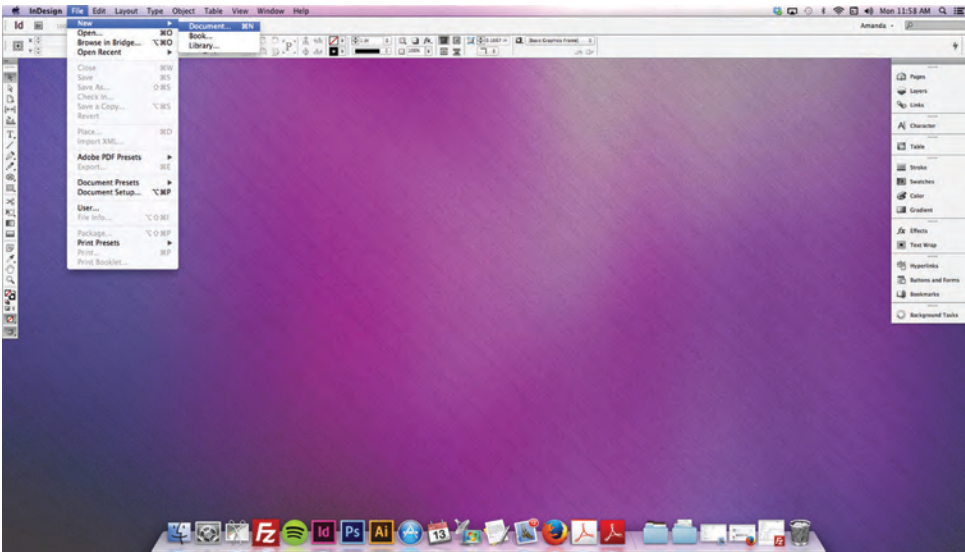
ONCE PREPARED, FILES SHOULD BE SUBMITTED IN .PDF FORMAT.

If working files are being sent, they must be fully packaged including all fonts and images and compatible with InDesign CS5 or Quark 8. These are the only acceptable file formats. If you need assistance creating a .pdf from your particular layout program, we will be happy to assist you.
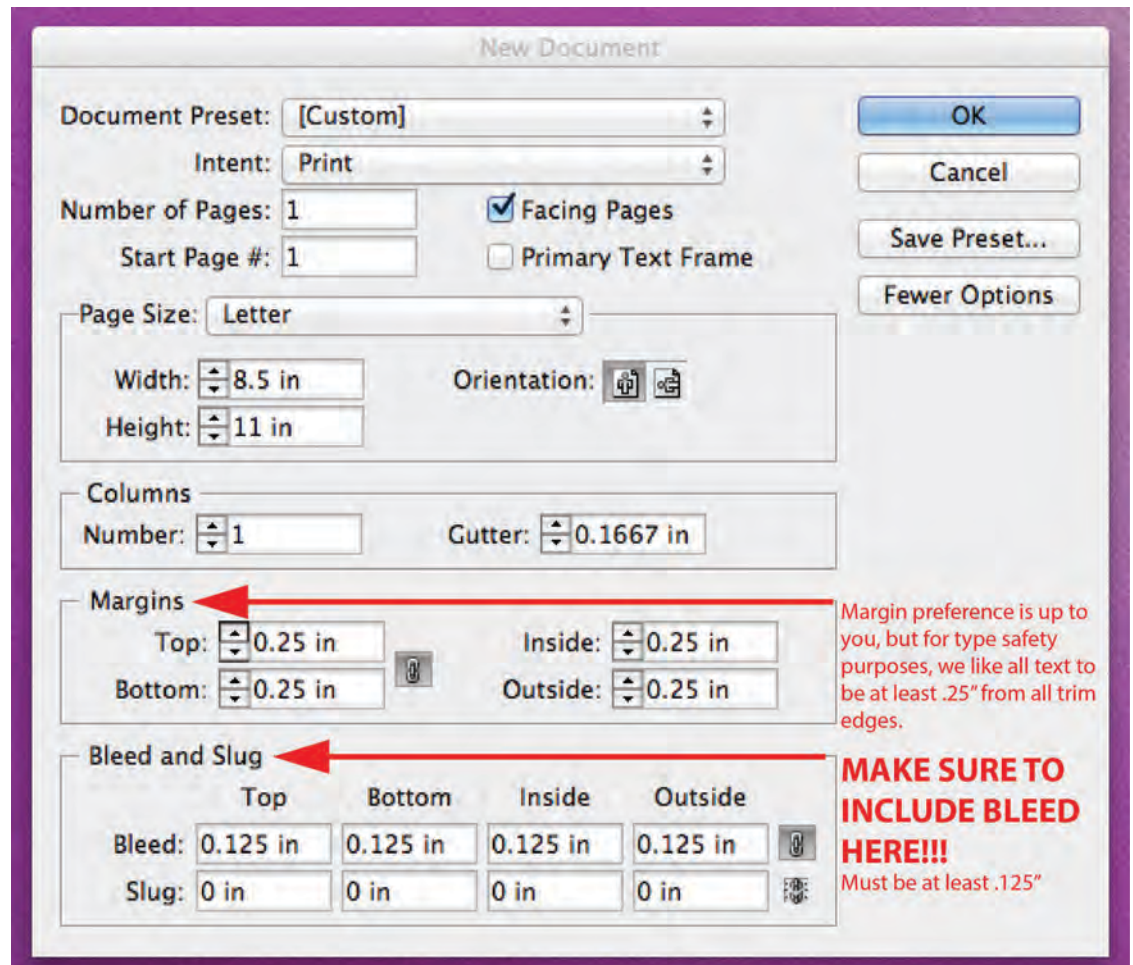
CREATING & EXPORTING FROM INDESIGN

Below is a step by step visual guide to exporting your print ready files from InDesign software to PDF for submission.

CREATING A NEW DOCUMENT

1.)To create a new document, open InDesign, and choose FILE > NEW DOCUMENT.

2.)Set your document's page size, page count, margins & bleed.
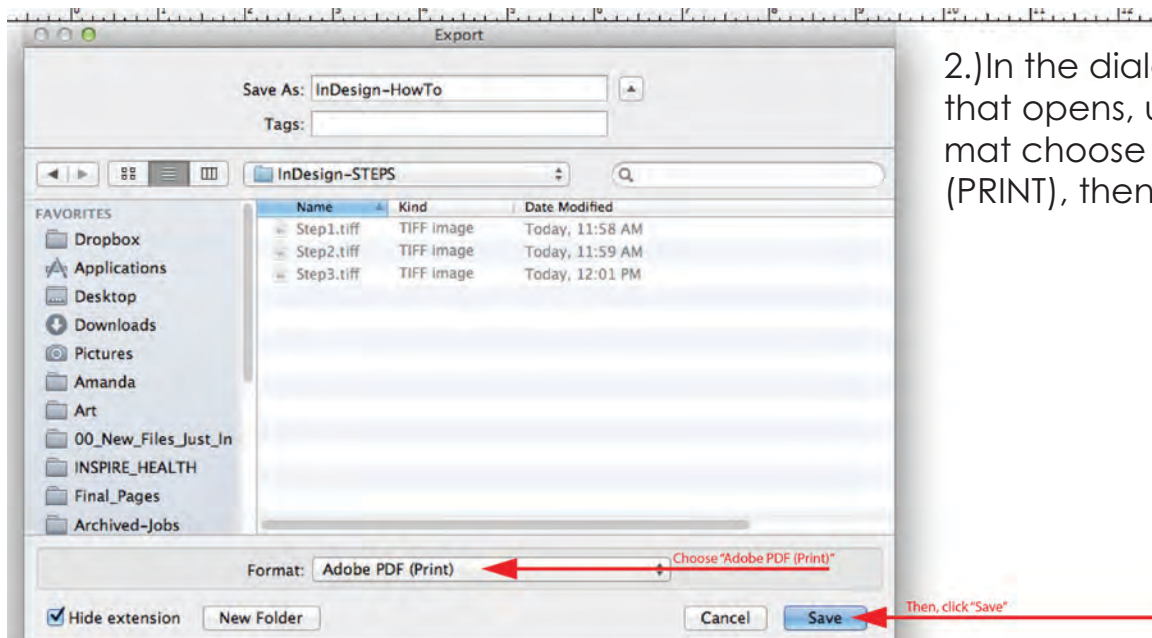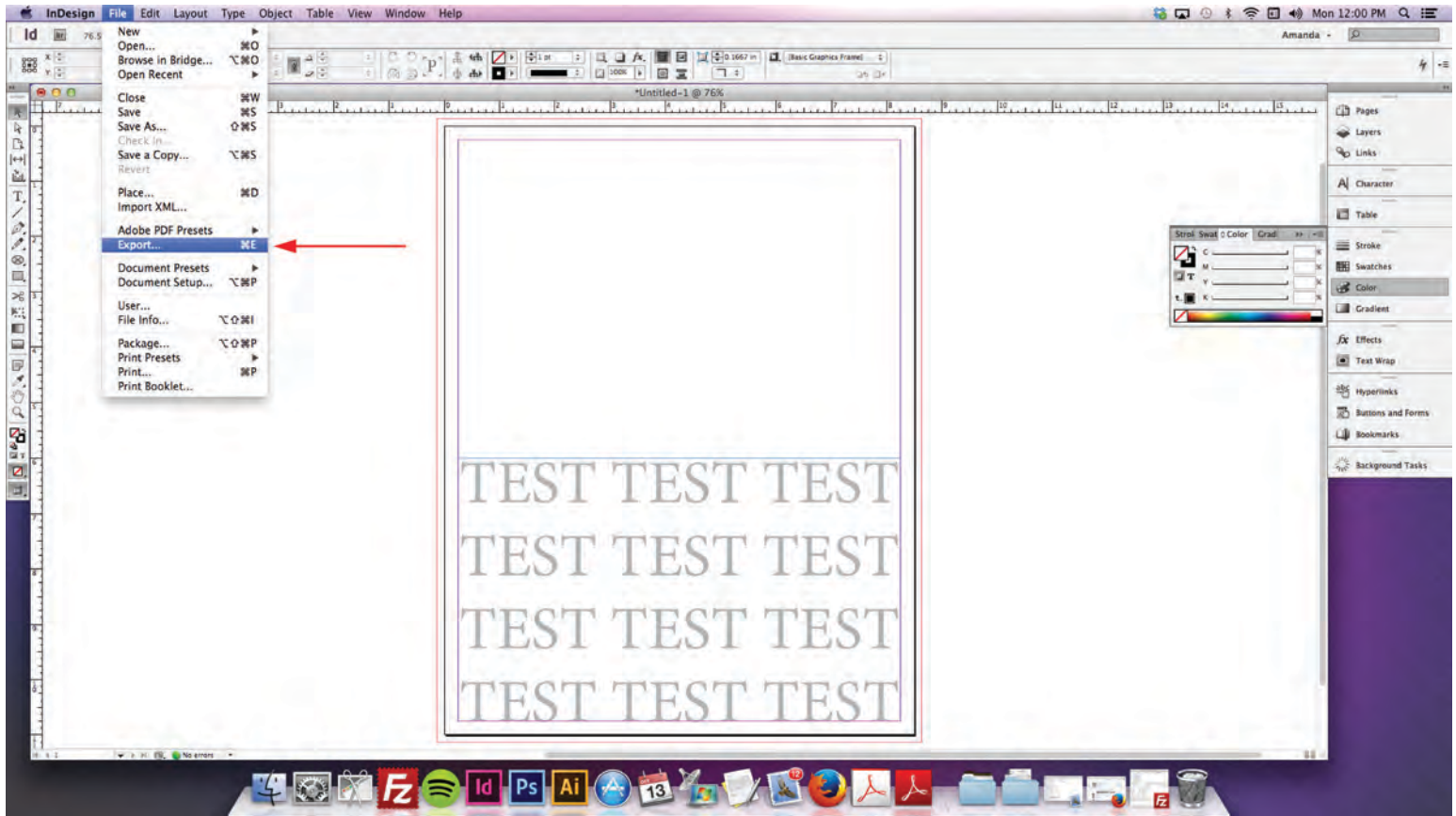

Margin preference is up to you, but for type safety purposes, we like all text to be at least .25" from all trim edges.
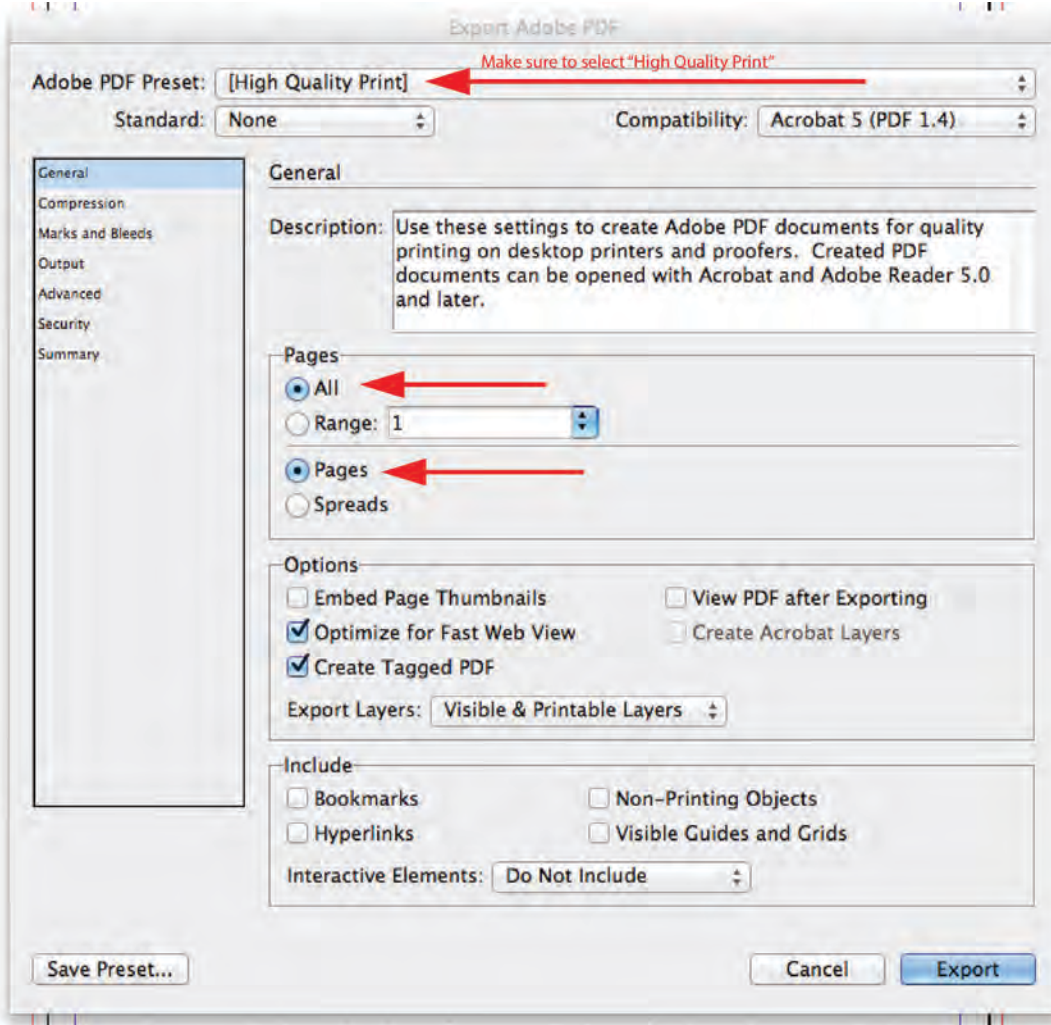
MAKE SURE TO INCLUDE BLEED HERE!!! Must be at least .125"

EXPORTING A DOCUMENT FOR PRINT

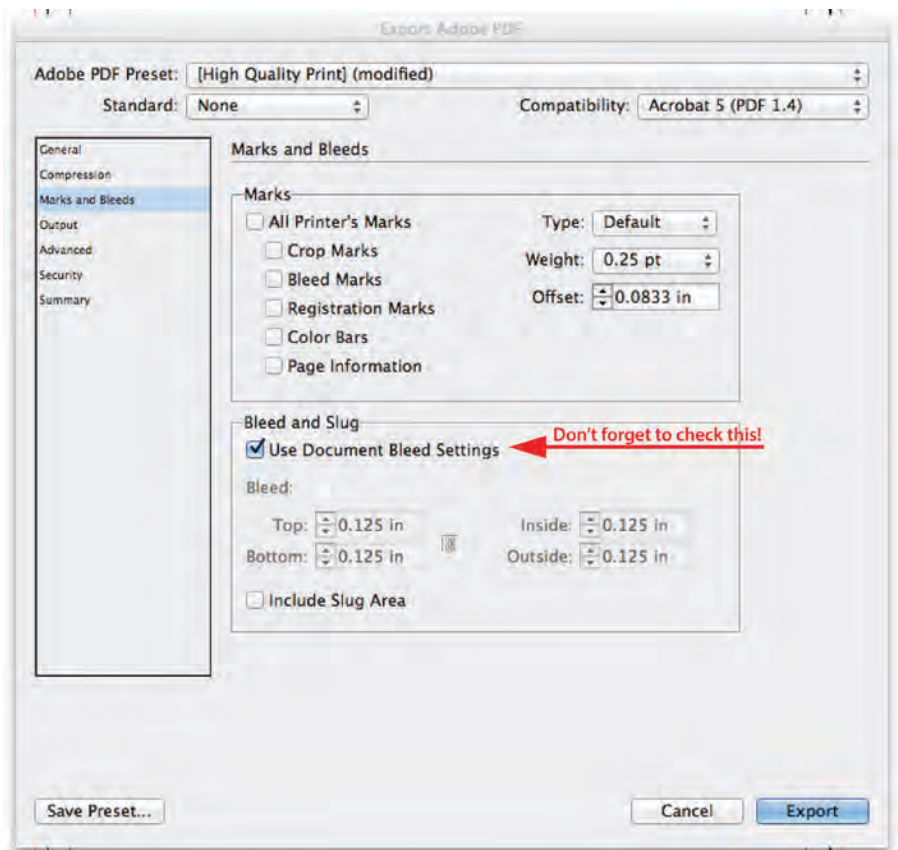1.) When you are ready to export your file to PDF, choose FILE > EXPORT.

2.) In the dialogue window that opens, under format choose 'Adobe PDF (PRINT), then click save.

Export Adobe PDF

Make sure to select "High Quality Print"

Adobe PDF Preset: [High Quality Print] ⬅

Standard: None   Compatibility: Acrobat 5 (PDF 1.4)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

General

Description: Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.

Pages ⬅
- ⦿ All ⬅
- ○ Range: 1
- ⦿ Pages ⬅
- ○ Spreads

Options
- ☐ Embed Page Thumbnails   ☐ View PDF after Exporting
- ☑ Optimize for Fast Web View   ☐ Create Acrobat Layers
- ☑ Create Tagged PDF

Export Layers: Visible & Printable Layers

Include
- ☐ Bookmarks   ☐ Non-Printing Objects
- ☐ Hyperlinks   ☐ Visible Guides and Grids

Interactive Elements: Do Not Include

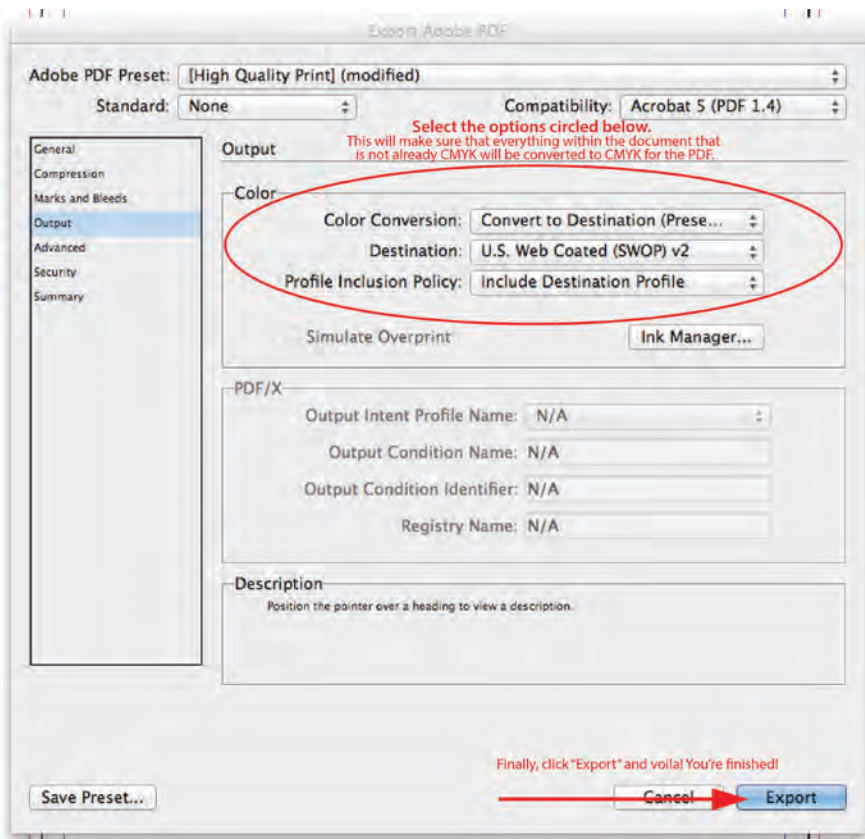Save Preset...   Cancel   **Export**

3.) In the next dialogue window that opens, in the GENERAL tab, set your Adobe PDF preset to "High Quality Print".

(Under the 'Pages' section, make sure the "All" and "Pages" options are checked.)

4.) In the MARKS & BLEEDS tab, make sure "Use Document Bleed Settings" is checked.

Export Adobe PDF

Adobe PDF Preset: [High Quality Print] (modified)

Standard: None   Compatibility: Acrobat 5 (PDF 1.4)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

Marks and Bleeds

Marks
- ☐ All Printer's Marks   Type: Default
- ☐ Crop Marks   Weight: 0.25 pt
- ☐ Bleed Marks   Offset: 0.0833 in
- ☐ Registration Marks
- ☐ Color Bars
- ☐ Page Information

Bleed and Slug   Don't forget to check this! ⬅
- ☑ Use Document Bleed Settings

Bleed:
- Top: 0.125 in   Inside: 0.125 in
- Bottom: 0.125 in   Outside: 0.125 in
- ☐ Include Slug Area

Save Preset...   Cancel   **Export**

5.) Finally, in the OUTPUT tab, select the options shown in the example:

Color Conversion should be set to "Convert to Destination"

Destination should be set to "U.S. Web Coated (SWOP) v2"

Profile Inclusion Policy should be set to "Include Destination Profile"

6.) Once all your settings have been checked and everything is correct, click export, and your PDF will be created.