

File Submission Checklist



To avoid unexpected delays and extra costs to your project caused by common file problems, review the following checklist before submitting your files for print.

Bleed Elements

- All bleed elements extend a minimum of 3/16" past the trim edge
- All non-bleed elements (including type and type within bleed tabs) are a minimum of 1/4" from the trim edge
- All bleed elements (ie: tab bars, running-head bars) extend a minimum of 3/8" into the page

Embedded Fonts and Graphics

- All fonts and suitcases used in your Application file, or embedded EPS graphics have been provided
- All fonts are embedded in your PDF files. Note: All fonts used must still be provided if editorial changes may be required
- When providing Mac Fonts via e-mail or FTP, please ensure fonts are compressed prior to transmission to ensure they do not become corrupted during transfer

Layout

- Both your cover and text files are set to the exact trim size of the desired final product, or re-positioning instructions are provided
- Trim marks are offset a minimum of 24 points
- Your cover file is constructed in one page that encompasses the entire cover rather than separate files or pages for the front, spine and back cover
- The spine has been set up to meet the requirements based on the final page count and the caliper of the confirmed text stock being used. (If you are unsure of the specifications, contact your Project Manager for a cover template)

Using Otabind™

- If final product uses Otabind™, there is a 1/2" margin at the gutter on the first and last text page and on the inside front and back covers

Image Files

- All images are within minimum recommended resolution limits: 300 dpi for halftones, 1200 dpi for line art
- Only files required for print are being supplied and are clearly named and accompanied by a printed file list for easy reference
- All files are the most recent versions and the hard copy provided is printed from the same version or changes made are clearly marked

Solids and Screens

- There are no hairline rules used
- Screens are set at a minimum of 7%
- Any transparencies created from Illustrator, Corel-Draw or InDesign have been flattened
- Total ink usage (saturation) should not be higher than 220% for web printing or 240% for sheetfed printing

Colour Output

- All colours are set to the desired output ie: black/grayscale, process CMYK or Spot Colour
- Any images provided as RGB are OK to be converted to grayscale or CMYK through the Prinergy RIP or a Colour Conversion is being requisitioned
- All occurrences of Spot Colours are identified using identical naming conventions across all applications where the colour is used

Text Size

- Text consisting of 2 or more colours, or knocking out of 2 or more colors should be set to a minimum of 12pt. Type set at a smaller size will not register correctly on press
- Any text element intended for Spot or Raised UV application should be set to a minimum of 12pt.

For more information and software-specific settings, please see our website at www.webcomlink.com/prepress/index.html or contact your Project Manager.