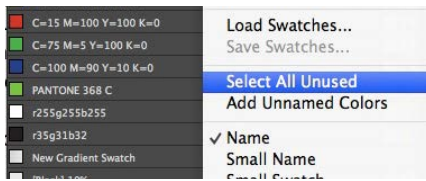
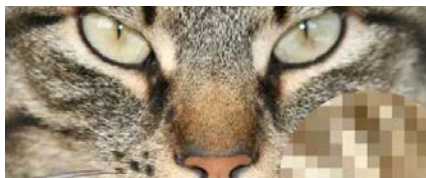


# File-preparation Checklist



## Clean up your files

Remove all unused objects on the pasteboard. Remove unused color swatches and text styles. Simplify your document's layout so that your printer can make adjustments easily. Organizing your layout elements in layers is helpful.



## Check image resolution

All image files should ideally be 300 pixels per inch or higher *after scaling* in your layout. A 300ppi image scaled by 200% will result in a final 'output resolution' of 150ppi. Any low-resolution image should ideally be replaced. 'Upsampling' in Photoshop can increase the resolution, but softens the image.



## Convert RGB to CMYK

Before you go to press, your images typically need to be converted to CMYK. Check with your printer to see who they prefer to perform the conversion, you or them. If you are required to convert the images, Photoshop is the ideal software to use.



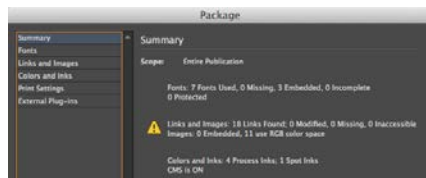
## Check color separations

You should check ensure that your document's colors output correctly according to your printing specifications. 4-color process jobs should output to just CMYK. Spot color jobs should output to just the spot colors required.



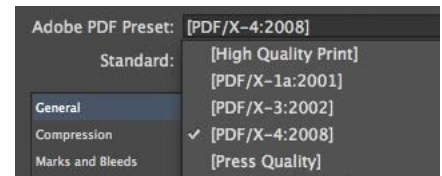
## Create bleeds

Pages will shift slightly in all directions during folding, trimming and binding. Bleeds compensate for this factor by extending all design elements that touch the edge of the page 1/8" beyond the page bounds. This ensures that no white lines appear after trimming due to inevitable shifting.



## Package your files

Provide your native layout document along with all fonts used and linked images to allow adjustments that need to be made. InDesign's 'Package' and QuarkXPress' 'Collect for Output' features copy all of the required files into a folder ready for press.



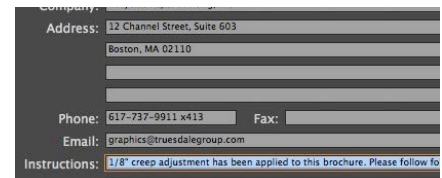
## Create a press-ready PDF

Most printers prefer to work with a press-ready PDF file if possible. A true press-ready PDF is created using the PDF-X format. This format includes only print-production related information in the file.



## Provide a mock-up

Your printer needs a reliable reference available in order to determine if your files are translating correctly on their RIP (Raster Image Processor) systems. This allows them to correct errors before you get a proof. A PDF is adequate for this task, but a physical mock-up is ideal.



## Include instructions

Many individuals are involved in the production process. Include a note outlining any important production details along with your contact information so that everyone involved are equally informed and can reach you with questions or problems.