

FILE PREPARATION CHECKLIST

- All graphic images (photo's, art, etc.) saved as tiff or eps
- All graphic images are 300 dpi at actual document size
- All color images are saved as CMYK (RGB images converted to CMYK)
- Photos are NOT embedded in the compiled document file
- Image areas intended to “bleed” extended 1/8” beyond final document size
- “Copy areas” kept a minimum of 1/8” from edge of sheet
- “Rich Black” (30% cyan, 30% magenta, 100% black) used for large solid black areas and bold headline type (36 point or larger)
- Verified entire document with a “spell-check” utility
- Verified Front-to-Back orientation with desktop printed samples
- Verified folds, fit, and overall positioning with desktop printed samples
- Accepted native file programs are QuarkXpress, PageMaker, InDesign, PhotoShop, Illustrator, Publisher, or Freehand
- Included all fonts and images used in document (or converted all type to “paths” or “outlines”), plus a hi-resolution pdf, tiff, or eps of the compiled document (when submitting native files)
- Saved document as *high resolution* PDF, TIFF, or EPS (when submitting a document created in a non-supported application program)