



PREPRESS & CHECKLIST & REFERENCE GUIDE

EDMONTON

3850-98 Street

EDMONTON AB T6E 3L2

Ph: (780) 452-8921 Fax: (780) 452-7660

Toll Free: 1-888-452-8921

REGINA

#202, 2320 Smith Street

REGINA SK S4P 2P6

Ph: (306) 347-2340 Fax: (306) 347-2352

CALGARY

4317-23B Street NE

CALGARY AB T2E 7V9

Ph: (403) 219-8590 Fax: (403) 717-1822

www.printworksprint.com

FTP site: <ftp://ftp.printworksprint.com> (requires user name & password)

PRINTWORKS PREPRESS GUIDE

Checklist

Please check in your file(s):

- Are all colours CMYK or Spot?
- Are bleeding areas extended 1/8" (.125) beyond the page edge?
- Are all photos at the proper resolution and in the proper colour mode?
(CMYK, Grayscale or Duotone; 300 dpi @ 100% output size, Bitmaps should be at 1200 dpi)
- Did you include all image files?
- Are all text blocks or pictures checked for missing or modified fonts or images?
- Is layout checked for widows, orphans, loose lines, bad hyphens and other text problems?
- Are all strokes or rules defined as 3/10 of a point (0.3) or above (not as hairlines)?
- Are folds accurately measured and panels set up accordingly?
- Have you done a spell-check and edited for typos, etc.?
- Are document and image names limited to 16 characters?

Please provide Printworks:

- A directory of all files, including programs used and version numbers (specify MAC or PC).
- A final print of your file(s), at 100% size if possible, showing everything as you'd like it to print. If your piece folds or is double-sided, please create a full mock-up. If file is being sent electronically, please courier for next business day.
- Native file on disk including the following:
 - All fonts, printer and screen, used in your layout file.
 - All fonts used in EPS graphics (unless you've converted them to paths).
 - All linked graphics (images).
 - Please "Stuff" file if sending your file electronically.

OR

- "Press optimized" PDF file (PDF-1.4 compliant). Be aware that besides minor type corrections, we cannot edit your PDF file. When creating PDF files we recommend that you use Acrobat Distiller and not create PDF files using your page layout program. PDF files created from Adobe InDesign CS are acceptable. Save PDF file in Acrobat 5 or later version.