

Print File Submission Check List

This checklist represents many of the details (but not necessarily all of them) that are required (critical) for your file to print correctly. Until they are met, your file is likely not "Print-Ready". If you are submitting files regularly, you may want to invest in a pre-flight program such as Pitstop.

Failure to complete these items will mean that your file may not print correctly, or as intended. We can take no responsibility for files that do not have all this important criteria met. In most cases you should allow extra time for a "hard-copy" proof. Rushing the order inevitably leads to problems.

Bleed - Does the image or colour go to the edge of your page? If so you need an extra .0625" of that image or colour all the way around your document for cutting. More for wide format jobs (.25") ie. 3.5 x 2 = 3.625 x 2.125 (Note: keep text at text at least .1875 way from the finished edge.)

Crops - We need standard crop marks to know where to cut your work.

Size - Create your work at the exact finished size of the job (plus bleed).

Resolution - Your document and all the parts should have a resolution of 300 dpi. If printed on the wide format printer it can be a little lower. For wide format printing please have us check your file.

Fonts - All fonts should be converted to outlines unless you want us to edit your file. If so, please supply the fonts as well.

Colour - Your document should be CMYK or Pantone colours. Colours can vary when printed on different machines and how they are viewed on your monitor. If you are particular you should have Pantone colours selected (We have swatch books if you want to come choose colours).

Brochure - Your brochure should be set up in printer panels. Please contact us for measurements or a template. Note that every panel should be centered in it's own space. If in doubt, fold a blank sheet carefully and measure (as the panels are not all the same size).

Books - Please contact us to see how we would like your file supplied. We might want it imposed for printing or we may request single pages, depending on the printing process.

Word/Publisher (MS Office) Files - Please convert your documents to pdf. There is much formatting that can change between your computer and ours. If you don't have a pdf writer, you can download "cute pdf" for free.

1 Up - Provide your file 1 up only. We will do any imposing necessary for printing and best economy.

Photoshop - Although we don't recommend using photoshop for layout (InDesign is recommended) please save your file unflattened as a photoshop pdf to retain crisp text.

Vector - This is an ai, eps, or pdf usually with no bitmap images. It is necessary if we are enlarging your logo or placing it on a coloured background or image. One quick check is to enlarge your image to 400% on your monitor and see if it retains clarity.

Die Line - If you are having your job cut into a shape that is not square or rectangular, we need a cut line to know how to cut the job. This line needs to be on a separate layer so it will not print.

Feel free to call to ask about any of these items if you are unsure. We can always prepare your files for you if you provide all the elements, our shop rate is \$50/hr.