

File Preparation Checklist

Bleed

Add a 1/8 inch bleed around all the final print dimensions
If setting up a file for a banner bleed should be 1 inch around
If setting up a file for a Canvas print add 1.5 inches around

Images

All images should be at least 150 DPI however 300 DPI is recommended to avoid pixelation when printed

All images should be embedded to avoid missing links in case file editing is needed
(If sending an InDesign or Illustrator file please send the zipped packaged file with a PDF included)

All images should be at CMYK

Cuts and Creases

Cut lines should be on their own layer as a spot color and titled "Cut"

Crease lines should be on their own layer as a spot color and titled "Crease"

Content

Typography should be outlined to avoid missing fonts and incorrect prints
(If sending an InDesign or Illustrator file please send the zipped packaged file with a PDF included)

Artwork should be embedded to avoid missing links in case of file editing
(If sending an InDesign or Illustrator file please send the zipped packaged file with a PDF included)

Run Spell Check to avoid incorrect spelling post production

Color

All colors should be CMYK or Pantone Spot Colors to ensure proper printed color

Delete all unused swatches

All Blacks should be 100% Black (Cyan 0%, Magenta 0%, Yellow 0% and Black 100%)

Check file for unintended overprint to avoid print errors

Saving

Save or Export file as PDF for print (use document bleed settings)
(If sending an InDesign or Illustrator file please send the zipped packaged file with the PDF included)