

Print Pre-flight Checklist

Artwork

- All artwork and images extend at least .125" bleed beyond the finished page size.
- Logos or graphics created in vector programs have all type converted to outlines.
- The pasteboard surrounding your design pages is empty. No overflowing text/images.
- All images are correctly positioned and linked.
- Live type and critical images are at least .2" within the trimmed document edge.
- All duplicate PMS swatches are resolved. (e.g., *PMS 289C, 289U, 289CV*); *Coated (C) vs. Uncoated (U)*.
- All unused PMS color swatches should be deleted.
- All black text is 100% Black, not CMYK Black (Registration).
- Large black solids and backgrounds have been specified as a Rich Black mix.
- Varnishing and special treatment areas identified as SPOT colors, if applicable.
- Total ink density is appropriate for the stock type. *300% coated, 280% uncoated, 250% newsprint.*

Fonts

- All fonts are either included, embedded or outlined.
- You have only used fonts that you intend to use for output.

Color

- Colors and images are converted from RGB to CMYK or special and Pantone colors are specified as spot colors.
- All PMS swatches that will be printed in CMYK have been converted to CMYK values.

Page Specs and Final Review

- The document dimensions are the right size for printing, folding and trimming.
- Trim, fold, and registration marks are included.
- Overprint settings have been checked.
- All pages are supplied as single pages – not spreads.
- Finished artwork saved as a press-ready PDF with correct pagination.
- All documents have been proof-read and double checked before submission.