

File Prep

___ **Printing Setup** Check placement of crop marks and bleed allowances. 1/8" for bleeds is typical.

___ **Font Styles** Use ONLY the actual fonts for bold, italic, and other font styles. DO NOT STYLIZE.

___ **RIP** Avoid problems that keep files from printing by cropping images before placing in document, simplifying blends, avoiding nested graphics. Do Not scale images below 60% in a layout program. If smaller images are needed, size them down to approximate printing size in a program like Photoshop.

___ **Trapping** Find out in advance who will do trapping on the files and submit accordingly.

___ **Imposition** Find out in advance whether file is to be submitted in reader spreads or printer spreads. United Graphics will impose your files for you - Please provide pages as single pages (reader spreads)

___ **Extraneous Elements** Remove references to unused fonts and colors. Remove non-printing items from the pasteboard. Preflight Checklist Items for File Submissions

___ **Digital File / Camera Ready Artwork** Use a digital format preferred and accepted by United Graphics. Verify software version and platform, PostScript or PDF requirements.

Preparing Files

___ **Fonts** Send both screen and printer fonts for Type 1 fonts. Send the same format (Type 1, TrueType, OpenType) as used in the document. Send all the fonts used, including fonts in EPS graphics (or, convert fonts in graphics to outlines before placing in page layout application).

___ **Graphics** Send all graphics used, in the right format and at the proper resolution for the output device. (usually 300dpi) Convert graphics from RGB to CMYK. Supply original source files for graphics. If providing images for scanning, mark them for cropping, include required size and placement information. Include FPO placeholders.

Sending Graphics

___ **Media / Transfer Protocol** Label disks with your name, address, phone number, and any job number supplied by your customer service Rep. When sending files on disk, you can use CD or DVD, properly formatted for their platform,

(preferred iso9660, and using a supported compression method. Include only the most current version of the document to be printed and no unneeded or alternate versions of text files, fonts, or images on the disk. Always use a compression method (ZIP, SIT.) when transferring files electronically. (See Sending files via FTP on United Graphics' Resource Page)

___ **Backup Copies** Never send your only copy of a file to your service provider. Make backups. Keep copies of all application files, fonts, images, PostScript, and PDF files.

Items for Hard copy

___ **Proofs** Include composite laser or color proof printed after ALL changes and corrections. Check proofs to ensure they accurately reflect the graphics, fonts, bleeds and include crop marks if required. Note on proof if it is not a 100% size representation of final product. Label all proofs with your contact information.