

COLOR AND RESOLUTION

- ☐ All individual images, line-art, and text are CMYK for color pages
- ☐ All elements for grayscale are black & white pages
- ☐ All black text and black line-art is single color black (100K)
- ☐ Only small 100K type is to be overprinted; All other black elements should be set to knockout
- ☐ Minimum image resolutions are 200ppi (newsprint) or 300ppi (slick & glossy)
- ☐ Minimum line-art resolutions are at 1200ppi
- ☐ Total ink coverage (the sum of C + M + Y + K) is not more than 220 (newsprint) and 300 (slick & glossy)
- ☐ All SPOT and PANTONE colors have been converted to process CMYK

PAGE LAYOUT

- ☐ Document is set to the final document page size
- ☐ Page size and orientation are consistent throughout the document
- ☐ Elements designed to “bleed” should be built as such and extend as needed beyond the Trim Box
- ☐ All critical text and graphics are placed within the “Safe Area” if a bleed is needed
- ☐ Font size is at least 6pt for 100K overprint text and 10pt for knockout, reversed, or color text

PDF DOCUMENTS

- ☐ Preferred PDF is saved as a PDF v1.5 (print PDF)
- ☐ All fonts (including system fonts) are to be fully embedded
- ☐ PDFs are not password protected and do not contain OPI comments, annotations, or other functions
- ☐ PDFs are able to be opened correctly with no errors
- ☐ No special characters or spaces are to be used in naming conventions

NOTE:

- If ink coverage is left over 220% for newsprint, it will be lowered to such respectively.
- Any PDF with fonts NOT fully embedded will be rejected.
- Any colors received other than CMYK (spot colors, Pantones, LAB, RGB) will be converted to CMYK once processed. Color reproduction will be as close as possible to original intent, but color match may vary due to this conversion. Bright, neon, and certain RGB colors may not translate well to CMYK.
- If unsure on what Output Settings or jobOptions to use, [Press Quality] will export with adequate settings for a wide variety of printing.

Questions? Need assistance?
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