Handy Checklist in File Preparation

☐ Add 1/8" bleed where necessary.

☐ Use high-res images at 250-300 ppi for 100% reproduction.

☐ Convert RGB images to CMYK.

☐ Save all photos and graphics as TIFF or EPS.

☐ Do not use web images.

☐ Supply all associated graphic/image files.

☐ Use PANTONE Solid Coated system for naming spot colour.

☐ Create rich black (e.g. 100K & 40C) for large black areas of a CMYK job.

☐ Ensure black types are not 4-colour black, especially in Photoshop file.

☐ Use same and consistent colour names between layout file and associated files.

☐ Do not set white elements to overprint, and black to knockout on any background.

☐ Limit total ink coverage to 300% for coated-paper-based and 270% for plastic-based stock.

☐ Do not use menu-stying on fonts; use the appropriate typeface.

☐ Convert fonts in EPS files to outline or supply both screen and printer fonts, or OpenType fonts.

☐ See tips below for preparing high-res PDF.

Tips for Preparing High Resolution PDF Files (the above also applies here):

1. Always use Press-Quality or PDF/x setting when creating PDF.
2. Create PDF directly from within Adobe products. For Quark file, we suggest to export it to PostScript file first and distill the resulting PS file using Adobe Distiller.
3. Enable "Prologue.ps and Epilogue.ps file" in the Advanced tab of the Adobe PDF Settings when distilling for any PMS colour inclusion.
4. Build your native application file to the correct size before turning it into PDF.
5. Ensure any necesssary 1/8" bleed of image or background beyond the trim edges is included in the PDF.
6. Embed fonts.
7. Avoid using TrueType fonts.
8. Do not apply password-protected feature.
9. Create image trapping in native application file.
10. Keep dielines, folds, etc. on a separate layer in PDF (layer feature available in Acrobat 6 or above).