

## Preparation Checklist for Print Ready Files

The following check list will help ensure that your file is print ready.

- Along with print-ready PDFs, we request native files from the most common desktop publishing programs. If there is an issue with your file that needs fixing, it is generally easier to do so from the native files. As a result, your job moves forward without delay.
- Be sure that all files have been converted to CMYK color mode. We can do a conversion from RGB to CMYK for you, however, we do so using standard Photoshop conversion values which may or may not yield the result you are looking for.
- All images need to be 300 dpi.
- Text must be at least 1/8th inch inside of the cut line on all sides.
- If your page bleeds, please provide 1/8" on each edge.
- If your project is a book or catalog, margins should be at least 3/8" on all edges of a page.
- Outline all fonts when working in Photoshop or Illustrator, imbed fonts in other programs and flatten all layers.
- Include all files needed to process the job: page layout files, imported images, fonts and other support files.
- If your files are large (above 10 mg), use WinZip on a PC or Stuffit on a Mac to compress all the files into a single file for uploading.

For any questions please contact us at 781-272-2690.