



Digital Prepress Checklist

To help guide you in the design process and to ensure that your files are output correctly, we have developed the following "checklist" of specifications. Copy King has the latest technology available in digital reproduction. The checklist is designed to help speed up the reproduction process and avoid unnecessary charges.

Medium for file transfer:

- Zip Disk
- CD
- 3.5 Floppy
- Send A File (Electronic Transfer)

Transfer Method:

- Email (up to 3 MB): Send to sales@copy-king.com
- FTP: See our **Send A File** page for details and instructions:
www.copy-king.com/sendafile.html

Programs we support (Mac or PC):

- | | |
|---|--|
| <input type="checkbox"/> QuarkXpress® | <input type="checkbox"/> Publisher® |
| <input type="checkbox"/> InDesign CS® | <input type="checkbox"/> Word® |
| <input type="checkbox"/> PageMaker CS® | <input type="checkbox"/> PowerPoint® |
| <input type="checkbox"/> Illustrator CS® | <input type="checkbox"/> Acrobat® |
| <input type="checkbox"/> Photoshop CS® | <input type="checkbox"/> FreeHand® |
| <input type="checkbox"/> CorelDraw® | <input type="checkbox"/> Image Ready CS® |
| <input type="checkbox"/> Enfocus Pitstop® | |

File Organization:

- Document (only documents applicable to the job)
- Fonts (all fonts used in document and images)
- Images (all linked images)

Documents

- Documents set up in single page
- All bleeds are 1/8" minimum
- Keep copy at least 1/8" away from final trim



2905 Chester Avenue Cleveland Ohio 44114

Phone: 216-861-3377 Fax: 216-861-6108

Fonts

- The fonts used in the document are the same as those used in the proof
- Both the printer and screen fonts are supplied

Images

- All images are CMYK - Do not use RGB
- All images are:
 - o Tiff
 - o EPS
 - o Jpeg (High Resolution)
- Images should be sized, cropped and rotated in the application program
- Resolution for color images must be between 266 and 300 dpi
- Delete unused colors
- Do not use "hairline" rules. Use specific width such as 0.35 points

Customer Provided Proofs

- PDF
- Hardcopy