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## PREPRESS CHECKLIST

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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. The checklist is designed to help speed up the reproduction process and avoid unnecessary charges.



### Medium for file transfer:

- CD or DVD
- SD
- USB Drive
- Send A File (Electronic Transfer)



### Transfer Method:

- Email (up to 5 MB): Send to sales@copy-king.com
- Send A File webpage



### Programs we support (Mac or PC):

- |  |                                     |                                       |                                       |
|--|-------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> QuarkXpress®  | <input type="checkbox"/> InDesign®  | <input type="checkbox"/> PageMaker®   | <input type="checkbox"/> Illustrator® |
| <input type="checkbox"/> Photoshop®    | <input type="checkbox"/> CorelDraw® | <input type="checkbox"/> Open Office® | <input type="checkbox"/> Freehand®    |
| <input type="checkbox"/> Libre Office® | <input type="checkbox"/> Publisher® | <input type="checkbox"/> Word®        | <input type="checkbox"/> Powerpoint®  |
| <input type="checkbox"/> Acrobat®      | <input type="checkbox"/> Excel®     | <input type="checkbox"/> Pages®       |                                       |



### 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



### 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

- |   |   |
|---|---|
| <input type="checkbox"/> Resolution for color images must be 266 to 300 dpi                     | <input type="checkbox"/> Delete unused colors                 |
| <input type="checkbox"/> All images are: Tiff EPS Jpeg (High Resolution)                        | <input type="checkbox"/> All images are CMYK - Do not use RGB |
| <input type="checkbox"/> Images should be sized, cropped and rotated in the application program |   |
| <input type="checkbox"/> Do not use “hairline” rules. Use specific width such as 0.35 points    |   |



### Customer Provided Proofs

- PDF
- Hardcopy