



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. 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
- Electronic Transfer

Electronic Transfer Method:

- Email (up to 5 MB): Send to sales@copy-king.com
- Upload them through our secured FTP website (call for access information)

Programs we support (Mac or PC):

- | | | |
|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> MS Word | <input type="checkbox"/> InDesign | <input type="checkbox"/> Acrobat |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Photoshop | <input type="checkbox"/> Word Perfect |
| <input type="checkbox"/> Powerpoint | <input type="checkbox"/> Illustrator | <input type="checkbox"/> Open Office |
| <input type="checkbox"/> Publisher | <input type="checkbox"/> Pages | <input type="checkbox"/> Libre Office |

*Please contact us
regarding other
software applications*

File Organization:

Documents:

- Document (only documents applicable to the job)
- Documents set up in single page
- Fonts (all fonts used in document and images)
- All bleeds are 1/8" minimum
- Images (all linked images)
- 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:

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

Customer Provided Proofs

- PDF
- Hardcopy