



# Prepress Checklist

## **Adobe InDesign: CS2, CS3**

- Please include 1/8" bleed on all sides of your layout.
- Remove any unused fonts, style sheets, and colors from your document.
- Create the document layout size at the intended output size.
- Package file to include all linked graphics and fonts.

## **QuarkXPress: 6.x, 7.x**

- Please include 1/8" bleed on all relevant sides of your layout
- Do not stylize type in QuarkXPress as it may result in font substitution or problems with the output (Example: Use Helvetica Bold instead of Helvetica with a bold style applied to it in QuarkXPress)
- Remove any extraneous fonts, style sheets and colors from your document
- Do not specify any trapping within QuarkXPress
- Whenever possible, place images at their final size (Do not scale raster images within QuarkXPress)
- Whenever possible, create the document layout size at the intended output size
- Ask your representative in advance whether a file is to be submitted in reader or printer spreads
- Avoid using the "Hairline" line thickness for lines. Use .25pt thickness instead.
- Check the Font/Picture Usage dialog box to ensure that the status appears as "OK" for all elements used
- If using special plug-ins or XTensions, please contact your service representative to ensure we have them available prior to outputting your job

## **Adobe Illustrator: CS2, CS3**

- Delete any stray points and colors not used within the job from the color palette
- Remove any artwork that is hidden or off of the page that is not intended to print
- If you decide to perform any trapping, please indicate this in red on your proof
- Do not change the Output Resolution settings from the defaults
- Avoid rasterizing artwork in Illustrator as it can create output problems
- Blends and gradients often produce banding when there are not enough "steps" (consult your representative to confirm if the gradient is acceptable to print)

## **Adobe Photoshop: CS2, CS3**

- All images should be high-resolution (300 dpi)
- Save images as TIFF (no LWZ compression) or EPS (Encoding: Binary) (JPEG, GIF or other file formats are low quality formats not intended for print production output)
- Whenever possible, supply images at their final size used in the page layout program (do not use the page layout program to scale your raster images)
- When embedding clipping paths within an EPS document, use a flatness setting of 3 and avoid complex paths with manypoints
- Please include 1/8" bleed on all relevant sides of your image
- When sending Wolf ColorPrint your files, please include the original layered file in case changes are required
- Ensure spot colors used in Photoshop match the color names in the layout program used (Example: Pantone 285 CV vs. Pantone 285 CVC vs. Pantone 285 C)
- Do not save or embed a color profile with any file



# **Wolf** *Prepress Checklist*

ColorPrint™

## **Typefaces**

When using PostScript typefaces, please provide both the screen and printer fonts with your design files. When possible, please avoid using TrueType fonts in your design as they can often produce output problems. Please supply all typefaces used in any support files. Vector-based programs such as Adobe Illustrator allow you to convert type to outlines; when doing so, it is not necessary to collect the converted fonts.

## **Proofs**

When submitting a job to Wolf ColorPrint electronically, please provide an Adobe Acrobat PDF proof of the files.

When supplying a job via removable media, please:

- Provide a color laser at actual size (if proof is not at final size, please indicate the reduction/enlargement percentage on the proof)
- Indicate all colors including spot colors
- Make sure the proof contains the latest version of your document
- Indicate For Position Only (FPO) or low resolution images
- Mark your proof for any die-cuts, spot varnishes, scoring, folds, embossing, gluing, punching
- Supply contact information (company name, personal name, phone number)

## **Removable Media**

The following is a list of media accepted by Wolf ColorPrint:

- CD-R/CD-RW
- DVD-R

Please label each disk with your name and phone number.

Do not compress your files when saving to any disc.