

DIGITAL FILES CHECKLIST

In order to help the efficiency and quality of the printing procedure and avoid potential problems, please review the following checklist before submitting digital files for final output. Recognize that any "no" answers may increase turn-around time, increase the possibility of errors, reduce quality, and/or require additional charges.

ACCEPTABLE SOFTWARE

Adobe Photoshop
 Adobe Illustrator
 Adobe Pagemaker (not preferred)
 Adobe InDesign
 QuarkXPress
 Macromedia Freehand
 CorelDraw (not preferred)

ACCEPTABLE MEDIA

Iomega JAZDrive (1&2 GIG)
 Iomega ZIP Drive (100 &250 MB)
 Syquest Drive (44,88 &200 MB)
 CD-ROM
 Optical
 3.5" Diskette

DOCUMENT SETUP

	YES	NO	N/A
Graphics with photos only are set up in Photoshop. Any file manipulations are done as layers and the layers are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphics containing logos, copy or line art (with or without photos) are set up as a vector or page-layout file in one of the listed software applications. Raster elements, if any, are linked (not embedded) and are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images are placed as low-res files and the originals are included for scanning and placement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-panel graphics are on one page, not separate pages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bleed (additional image outside the crops) is provided at approximately 1/2" at final size on all sides of the graphic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height and width proportions are scaled exactly to the required graphic dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COLOR MANAGEMENT

Originated raster files and elements are set up in Colormatch RGB color space. Files not originated are not converted from their original color space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color corrections to files, if any, are made on adjustment layers, which are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PMS colors, if any, are specified according to the desired PMS number from a new Pantone book.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RASTER FILE RESOLUTION

File resolution is calculated at final output size, allowing for the document scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High-resolution images are scanned (not interpolated) to the required size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolutions are in the range of 100-200ppi at final size for Lambda output, 75-100ppi at final size for InkJet output, and 750-1000ppi at 7"h X 9"w for Film Recording.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINAL STEPS

Screen and printer fonts, if any, are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Files are provided on one of the listed media and have been opened from that media to verify that they are not corrupted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A printed directory of the files is included with supporting files highlighted. There are no extraneous files that are not needed for production.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A printed scale copy of the desired graphic is provided noting dimensions, PMS colors and any other important specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>