

Last Minute Checklist for Digital Files

DOCUMENTS

- Is your document the actual size of the finished piece?
- Are bleeds extended 1/8" off the edge of the document?

GRAPHICS

- Are **ALL** graphics included
- Are all bitmaps & halftones in TIFF format
- Are all lineart pieces in EPS format or TIFF at 600 dpi or greater
- Are all Quark graphics boxes for grayscale or CMYK files set to 0% Black Background?

FONTS

- Are **ALL** fonts enclosed (**BOTH** screen and printer fonts)
- Is there a separate suitcase for **EACH FAMILY** of fonts
- Are they all postscript
- Have tpestyles been applied with actual fonts (**NOT** via style menu)

COLORS

- Have all unused colors been deleted from palette
- Are colors properly specified as either **spot** or **process**
- Are colors in placed EPS files named **PRECISELY** the same as others

TRAPS

- Have traps been properly specified in Quark or Pagemaker
- Have Quark or Pagemaker default traps been set (Quark .25 pt/Pagemaker .003")
- Have placed graphics been trapped in their original programs

PROOFS

- Has a composite Postscript laser proof been enclosed
- Have Postscript laser separations been enclosed for multi-color jobs