

# Rockwell

## P R I N T I N G

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## PREPRESS CHECKLIST

### ***Do These Things. . .***

- Add 1/8" bleeds where necessary
- Convert RGB scans to CMYK or Grayscale
- Make sure any TIFF/EPS picture boxes have a background fill other than NONE (use white)
- Make sure All Images are at high resolution (*Photos: 300+ dpi • Bitmap Line Art: 2400+ dpi*)
- Include all associated graphic files
- Include all screen and printer fonts
- Convert fonts in EPS files to outline or include both screen and printer fonts
- Provide Composite Laser proofs
- Provide Laser separations to proof color breaks (*If it doesn't separate correctly for you, It won't sperate for us.*)
- Indicate on laser proofs any FPO artwork, diecuts, or other special information
- Spot Color: Delete any unused spot colors from page layout color palette
- 4/C Printing: Convert Pantone or RGB colors to CMYK
- Make sure document is properly trapped
- Spell-check document

### ***Do Not Do These Things. . .***

- Don't use menu-styling on Postscript Type 1 fonts, use appropriate type face
- Don't rotate or scale images excessively in page layout programs
- Don't include any unnecessary files on/in your final output disk/folder

***For more detailed information visit our website. . .***

<http://www.rockprint.com/prepare.htm>