

## PRODUCTION CHECKLIST

A final hard copy should always accompany any digital file, a composite proof and a folding dummy are good. If you view separations onscreen you can check that the job is colored correctly and there are no unwanted colors in your files.

### Images:

- All color (CMYK) and grayscale scans should have a minimum resolution of 300dpi at 100% printed size.
- Do not scale your images below 50% or above 150% without having the appropriate resolution (See above).
- Line art and bitmaps should have a minimum resolution of 800dpi.
- Check images are all included, not reversed, negative, pixelated or blurry (See the 3 listed items above).
- Ensure you have no RGB images in your file where high end printing is concerned. (This is changing in the industry. Always ask your printer how they would like the files)
- Check cropping and that placement of images is correct.
- Check that your clipping/contouring on your images is as you wanted.

### Colors:

- PMS colors are specified, and any unused colors are deleted.
- Any spot varnishes are indicated in the file.
- If creating a special black build, indicate the rich black in the file.

### Fonts and Text:

- All the fonts you have used are supplied.
- Make sure the text has not moved or that words and sentences haven't jumped to the next line or gone missing. If you need to make final text alterations do them now.
- Check that headings on your artwork are positioned correctly.
- Do a final check of your copy and spelling

### General:

- Make sure all links are supplied with your job (any electronic files attached/imported or placed in the artwork). This can be done by packaging your file in Indesign.
- Check phone numbers, names and addresses.
- Make sure your page numbers correspond with your index.
- Check that lines are the correct weight and color.
- Any trim and crop marks are supplied in the file and add bleeds (at least 0.125")
- Check that the trim size matches your file size.
- Do a final check of all of your logos