

## Prepress Checklist and Specifications

Prepress refers to everything that happens to make sure a job is correctly prepared for printing. This is when you catch the errors that could hold up the job on press. For trouble-free printing down the line it is important to get your design in the best shape possible before upload.

- Add 5mm bleed to jobs and 15mm for wrapping dibond panels.
- Spell check entire document. Correct any errors in grammar and punctuation.
- Check that important content is within safety margins.
- Check overprint, ie white set to knockout not overprint.
- Check that spot colors are converted to CMYK or, if desired, carefully defined and applied as spot.
- Discard unused color swatches.
- Make sure black body copy text is 100% Black only and not a CMYK Black.
- Large black areas should be rich black 60% Cyan, 40% Magenta, 40% Yellow and 100% Black.
- Make sure there are no missing or inactive fonts.
- Check that fonts are styled in their “true” form (in other words, unaltered by artificial “bold” or “italics”)
- Tidy by deleting unused elements, elements on the pasteboard, and empty boxes.
- Make sure that the template layer only contains template elements.
- Template layer is set to non-printing or turned off.
- Artwork layer only contains artwork.
- Create a color proof to check your document for color quality, spelling and layout.
- Supply a high res pdf with bleed and trims or a packaged file which includes all fonts and links.

## File set up for Procut/Die shape and white ink jobs.

When setting up these jobs it is important to get the following steps correct.

- **Name layers as below,**
- **Through Cut for jobs cut to shape.**
- **Kiss Cut for jobs that require a half slit tab.**
- **Crease for jobs that require a fold.**
- **Spot 1 for jobs using white ink.**
- **Artwork contains only the artwork on this layer.**

Name the corresponding colour the same as the layer you wish to use and convert them to spot colours.

Email either [paul@johnsprintcentre.au](mailto:paul@johnsprintcentre.au) or [darren@johnsprintcentre.au](mailto:darren@johnsprintcentre.au) with any prepress/file set up questions.

