

# PRINT READY FILES CHECK SHEET (DIGITAL)

**Print-Ready** is a term used to describe a file that has all the specifications necessary to produce high-resolution printed output, without requiring any additional alteration or intervention. In other words, a commercial printer can use the file “as submitted” to successfully create the desired print materials.

## 5 STEPS TO PROVIDING PRINT READY ARTWORK

### STEP 1 - Resolution

Always make sure you use high quality images and graphics. Image resolution should be no less than 300 dpi, and re-sampling does not count.

### STEP 2 - Bleed

If your final artwork has an image that goes to the edge of the page, you will need to have a 3mm bleed around the final piece.

### STEP 3 - Colour

If your job is digital printing all colours should be converted to CMYK (Cyan, Magenta, Yellow, Black)

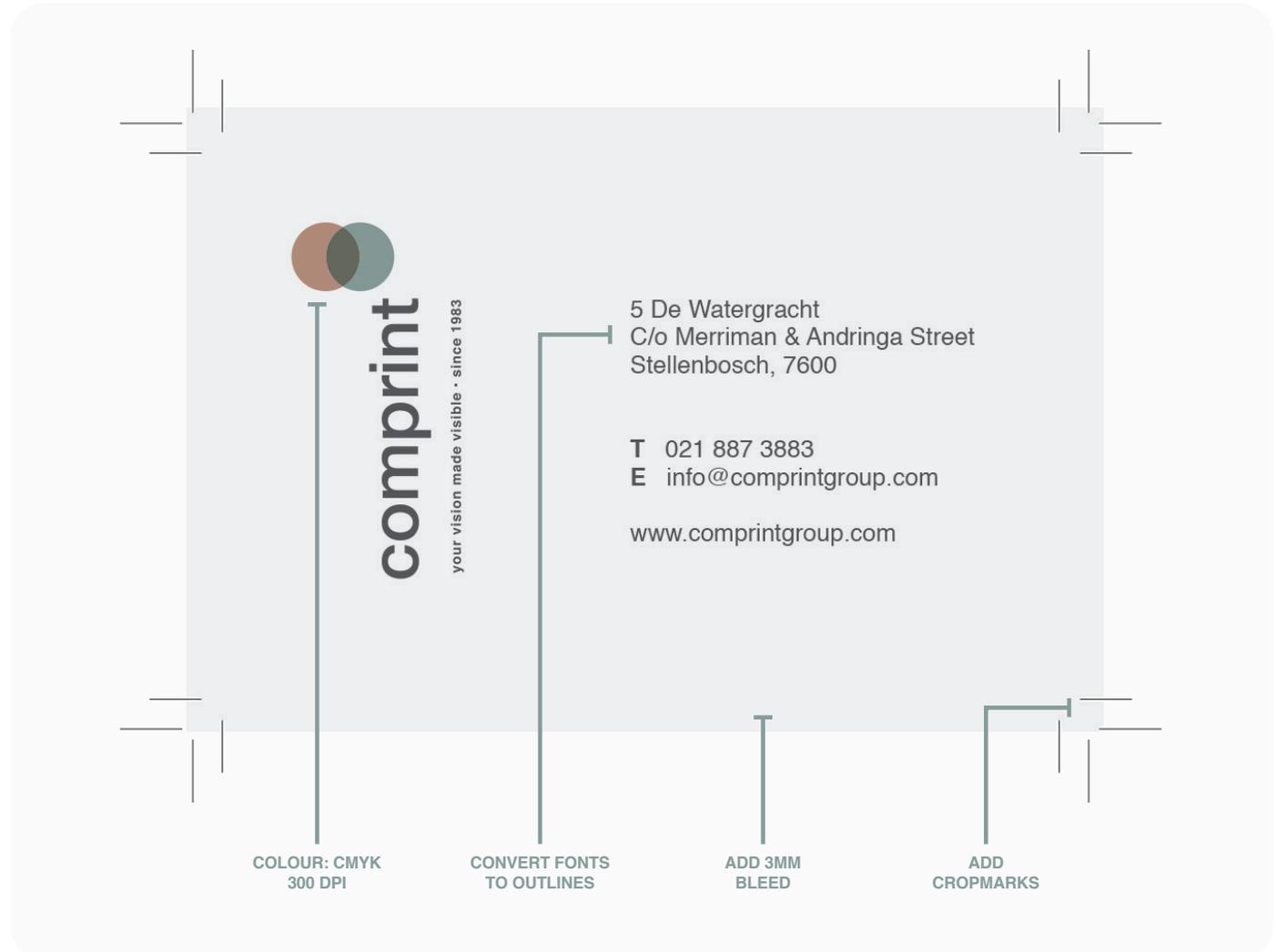
### STEP 4 - Size

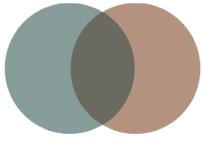
Double check that your document’s page size is the finished trim size.

### STEP 5 - File Type

Submitting a high quality PDF with fonts embedded or converted to outlines is the best way to submit your final artwork for print. Kindly note that any multiple-page PDF consists of single pages running from the front cover through to the back cover, including blank pages if needed.

**\* Make sure any trim, score or fold marks are indicated and are done so outside the live print area.**





# PRINT READY FILES CHECK SHEET (LITHO)

**Print-Ready** is a term used to describe a file that has all the specifications necessary to produce high-resolution printed output, without requiring any additional alteration or intervention. In other words, a commercial printer can use the file “as submitted” to successfully create the desired print materials.

## 5 STEPS TO PROVIDING PRINT READY ARTWORK

### STEP 1 - Resolution

Always make sure you use high quality images and graphics. Image resolution should be no less than 300 dpi, and re-sampling does not count.

### STEP 2 - Bleed

If your final artwork has an image that goes to the edge of the page, you will need to have a 3mm bleed around the final piece.

### STEP 3 - Colour

If your job is off-set/litho printing all colours should be converted to Spot Colours.

### STEP 4 - Size

Double check that your document's page size is the finished trim size.

### STEP 5 - File Type

Submitting a high quality PDF with fonts embedded or converted to outlines is the best way to submit your final artwork for print.

\* **Make sure any trim, score or fold marks are indicated and are done so outside the live print area.**

