



Print Checklist

Make sure the document is in CMYK

file>document color mode

Make sure all colors are in CMYK

Convert if necessary.

Convert all fonts to outlines

command+a then command+shift+o

Embed all images

window>links, select all links, click the drop down and select 'embed'

note, only embed the images in the print file, do not embed the images in the design file

All images should be at 300 DPI

Check this by selecting window>document info. Then from the dropdown select embedded images, click on the image in question and look at the resolution

Run the file through spell check.

command+i

Check the colors and transparencies in overprint preview.

command+alt+shift+y - toggle this on and off so you can catch if anything changes

Compare the print ready files to the approval to ensure that it matches what the client approved.

The approval files will be in the folder marked 'approvals'. Be sure to check if there's a second file for the back.

Make sure the document has .125in bleed

file>document set up, enter '.125' into the bleed boxes

Save the file as a high res PDF with crop marks, registration marks, and color bars.