

Macprint - FILE PREPARATION CHECK LIST FAX 379 9398

Please read through the following instructions to prevent unexpected print results. This document provides specifications to maximise print quality. Any files which require modifications can either be re-supplied or we can correct them for a fee.

CLIENT: _____

CONTACT: _____

PHONE: _____

FILE TYPE: Freehand v. ____ Illustrator v. ____ CorelDraw 8 v. ____ Photoshop v. ____ Pagemaker v. ____
 Generic EPS Tiff Photoshop EPS

OPERATING SYSTEM: Mac PC Exact 'file name' of file to be used _____

HARD COPY SUPPLIED (Recommended. This should match the final file supplied) Yes

HARD COPY IS COLOUR CORRECT Yes No

Final trim size _____

File is imposed to printers specifications (please contact us (usually worked out at the quoting stage)) Yes No

Separations of colours supplied and checked by you. (Recommended) Yes No

If process black is to be used, make sure this is the same black used in all other elements. (eg. duotone)

FONTS: Converted to paths (recommended) On disk (mac only)

DOCUMENT IS SET UP USING CMYK Yes No PLEASE CONFIRM THERE ARE NO RGB IMAGES Correct

DOCUMENT IS SET UP USING PANTONE COLOURS 1. _____ 2. _____ 3. _____ 4. _____

COLOUR PROOF REQUIRED Yes No (please contact us regarding cost)

PLACED IMAGES ARE Tiff EPS (we do not recommend JPG's)

IMAGES ARE POSITIONED CORRECTLY Yes

LINKED IMAGES ARE CROPPED AND ROTATED IN ORIGINAL APPLICATION (Recommended)

(Rotated in the original scanning programme. eg. Photoshop) Yes No

ALL HIDDEN ARTWORK (not to be printed) HAS BEEN DELETED Yes

STRAY POINTS & EMPTY TEXT BOXES HAVE BEEN DELETED Yes

ALL CONTENTS OF THE SURROUNDING PASTE BOARD/SCRATCH AREA HAVE BEEN REMOVED Yes

IMAGE HAS BLEED (no more than 5mm) AND CROP/TRIM MARKS in registration colour (created by you, not automatic computer) Yes

RASTER FILES CREATED USING PHOTOSHOP SWOP COATED 20% COLOUR MODEL Yes

Any specific details not included in this sheet that we need to know. _____

FILE PREPARATION

We recommend setting all files up in a lineart software such as Freehand or Illustrator. All files should be set up using Pantone colours from the universal colour swatch or CMYK from the CMYK universal colour chart as the CMYK (printer) Vs RGB (monitor) colour gamuts are very different.

Always do artwork at 1:1. Where possible do all text as vector/paths art and have images and effects as placed raster files (see resolution specs). Always supply placed images as links. Since most files are trimmed, please include bleed and trims.

COLOUR MATCHING

We endeavour to provide colour matching as accurately as possible. Use the correct colour mix and colour name in your file. We will print what is indicated in the file.

Using CMYK combinations provides a set gamut of achievable colours. Any colours out of gamut will be mapped as closely to the required sample as possible. We suggest you use a Calibration software such as Adobe Gamma to colour manage your monitor for more accurate soft-proofing. If you require a specific colour please supply a colour correct proof or swatch for matching (Chromalin or AbsoluteProof). If a colour hard copy proof is required, please contact us on 03 379 9399.

RESOLUTION (Raster Files - photoshop etc)

Offset printing requires a resolution setting of 300 ppi (photoshop). Please note that you cannot take a low resolution image/logo/file and just turn it into a high resolution image. This does not work. It will still be a low quality image. You need to find the high quality original or rescan.

HAVE YOU CHECKED AND TICKED ALL RELEVANT INFORMATION