



DESIGNER'S CHECKLIST

Company Name: _____ Contact Name _____
Address: _____ City/State/Zip: _____
Phone: _____ Fax: _____ Email: _____

Format: Mac PC Other _____

Files are being sent to Olympic Printers via:

- CD Other media Email _____ www.yousendit.com (free ftp service)
 Your ftp: _____ user name _____ password _____

File/Archive name: _____

Program(s) used: _____

(We accept InDesign, Illustrator, Photoshop, PDFs, Word, Quark 6.0 and earlier and Publisher files.

**Please supply a hi-res PDF and/or a printout of the final work.)*

Specify print colors: 4-color process or Black(k) or grayscale
 Pantone PMS (Spot): 1) _____ 2) _____ 3) _____ 4) _____
 4-color process and Pantone PMS (Spot): 1) _____ 2) _____

Preflight check list:

- Set the page size to the final trim size. (die lines excepted)
- Include an 1/8" bleed outside the trim of the document.
- In file, delete all unused spot colors. Convert spot colors not used as separate inks to CMYK.
- Use the same 'type' of spot color consistently. (e.g. PMS 3265 CV or 3265 U, but not both.)
- Give files from the Macintosh the correct extension. (e.g. .eps, .qxp, .indd, .pdf, etc.) Relink the renamed files.
- Do not use any spaces, accented characters, forward or backward slashes, pipe, column, punctuation marks or non-alphanumeric characters such as "#", "&" and "*" in your file name with the exception of a dash "-". Replace any spaces in the name with an underscore. Use only one period in the file name, just before the file extension.
- The name of your file(s) should clearly indicate to which job the files belong (e.g. author's name, title, subject or keyword) and in which order they are meant to be placed. (e.g. Booklet_I-xxi.pdf, Booklet_1-50.pdf, Booklet_51-100.pdf, etc.)
- Provide copies of ALL used files and links. Include all 'embedded' images. Include files linked or embedded into linked files.
- Send all screen and printer fonts used in the layout, including fonts used in linked and imported files. Be sure to include both printer and screen fonts for Postscript Type 1 fonts.
- If bold or italic fonts were used, make sure the fonts were chosen from the actual font menu and not created from the text tools style option.
- Be sure all illustrator/freehand documents (ai, eps, pdf) are set to CMYK "color mode". (NOT RGB)
- Save all color scans as CMYK, EPS or TIF with no compression. Save all duo-tones as single file DCS or EPS. Do not include "halftone screen, transfer function or postscript color management" in Photoshop EPS files. Layered PSD files may also be used if they are compatible with your layout application.
- Remove all unused text and graphics on the pasteboard and outside the document image area.
- Submit scans at 300-450 dpi, at placed size. Line art at 600 dpi.
- Avoid using multi-color or reversed text under 10 pts. as this may create registration problems.
- Check that the application definition of 'black' is set to 100% black only and not a "Rich Black" or CMYK mix.
- Provide up-to-date 'hard copy' print(s) and/or 'soft proof' PDF(s) of the job to be printed.