

PRE-PRESS CHECKLIST

Media & Formats

- ❖ **PC** and **Macintosh**.
- ❖ You may submit files by **USBs**, **External Hard Drives**, **CDs**, **DVDs**, or **our ftp site**.
- ❖ A hard copy **dummy** or **mock up** is essential at the time you submit files so we may compare to our proofs. **THIS WILL HELP AVOID PROBLEMS.**
- ❖ Quark, InDesign, Illustrator, PhotoShop, CorelDraw, Hi-Resolution Press Optimized PDFs & Separated Postscript files are **Supported Formats**. Hi Resolution Files should include all the links, image & font files.

Documents

- ❖ Please only send the documents that you want us to output. Delete all other / misc. files from the ftp transmission or media you supply to Citicap. **DO NOT send low res files.** Citicap will not be liable if you send extra files & wrong files are used.
- ❖ **Ensure the size of the document with the files.** If not, please specify enlargement or reduction for imaging.
- ❖ Gather all **"output documents"**, **"fonts"**, **"images"** & **"supports"** and place them into **separate folders**.
- ❖ A book, should have all the pages in one document as **single pages, not spreads**.
- ❖ A hard copy **dummy** or **mock up** is essential at the time you submit files so we may compare to our proofs.

Fonts

- ❖ Ensure all **screen and printer fonts**, or **truetype fonts** being used in the job & linked supports are supplied.
- ❖ Please don't assign type attributes (**bold**, **italic**, **bold italic**) instead, use the correct font.
- ❖ **Avoid Multiple Master fonts.**

Graphics

- ❖ **Extension of at least 1/8" (.125") must be provided for images which bleed.**
- ❖ **Graphics, Images & Text that are not intended to bleed should be a minimum of 3/16" clear and free from the head, foot, face, gutter or trim area.**
- ❖ **Photos** should be at least **300 dpi**. All **line art / bitmap images** needs to be **1200 dpi**.
- ❖ Supply all fonts and placed images with your linked supports.
- ❖ **When creating silhouettes use the path tool. (Remember to turn clipping path "on" and flatness setting of "8" when saving your EPS.)**
- ❖ Rotate and size images in the original program: Quark, InDesign, Illustrator, PhotoShop, CorelDraw; they will image faster.
- ❖ Do not embed graphics (unless you are using Corel Draw). If graphics are embedded, supply the original graphics with the job.

- ❖ In Quark, when placing Tiffs in boxes, make sure the background is set to "white". If the background needs to stay "none", then create a clipping path if a silo is needed.
- ❖ **DO NOT** use JPEGs. Support files need to be EPS or Tiff files supplied in **CMYK format**.
- ❖ **DO NOT** attach ICC profiles to an RGB image.
- ❖ **REMOVE** extra channels from Photoshop files.

Proofing - Revising Documents & Files At The Proof Stage

DOCUMENTS / FILE - IF A CHANGE IS MADE ON A PAGE OF A BOOK OR CATALOG, PLEASE NOTE THAT THE ENTIRE PAGE MAY BE RE-RIPPED. THEREFORE, IT IS IMPERATIVE THAT YOU RE-CHECK ALL INFORMATION OF THE ENTIRE NEW PROOFS. DO NOT JUST LOOK AT YOUR CHANGE, REVIEW EVERYTHING ON THE NEW PROOF FOR ACCURACY.

CALL
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