

## Digital File Checklist

- The document size matches the actual trim size of your project.
- All document pages should be supplied either as single pages or as readers spreads only. Do not supply as printers spreads.
- All document folds are placed correctly. Please use one of our PDF templates for measurements or contact us if you are uncertain.
- All images or items which are critically placed on document folds are placed correctly.
- Bleed is provided (.125" or 1/8") for any pictures, graphics, text, or any other objects which either touch or run off of the edge of the page.
- All images used are defined as CMYK or Grayscale and not as RGB color.
- All image files are supplied separately (unless you are supplying your file as PDF).
- Only CMYK TIFF (LZW Compression = Off), EPS (Set DCS = Off), or Photoshop PSD image files are used. JPEG files are not recommended.
- All pictures are approximately 300 PPI (pixels per inch) effective resolution as placed in your document.
- All ink color name conflicts are resolved and any unused or duplicate colors have been removed.
- Copies of all fonts used in your document as well as any fonts that may be used in any placed graphics are supplied.

When you have collected your files and fonts into a separate folder, you may then compress them into an archive by using software such as WinZip (Windows) or using the Create Archive function (Mac OS X) or Stuffit (Macintosh). This archive file can then be transferred via the web using our file upload