



Prepress Electronic Checklist

Please feel free to use this worksheet as a final check. It is also helpful to us if you send this completed checklist back with your files. Got questions? Call Willy Burnell at 603.410.1449 or email us at prepress@concordlitho.com. We're here to help!

My Operating System:

- PC
- Mac/OS9
- Mac/OS10
- Other (specify): _____

My Page Layout Application:

- Quark 9 Quark 8 Quark 7 Quark ____
- InDesign CS5.5 InDesign CS5 InDesign ____
- Other (specify application + version below): _____

- Provide Hard Copy.** Up-to-date hard copy or a PDF (fonts and images embedded). If the copy is not current, please indicate what has changed.
- Supply Fonts and Font Styles.** Include all fonts from your page layout application as well as any used in your draw and images applications (Illustrator and PhotoShop). If you used any "Style Attributes" in your layout application, you will need to provide the "Style" font. Your laser printer may print a bold version of your font, but our 2400 dpi Imagesetter needs the real font.
- Send All Images.** Send all images, including images that are embedded in Illustrator or PhotoShop workups. Be sure they are at least 300 dpi and placed at 100% or smaller. If placed at 120% or greater, your image quality will suffer.
- Verify Colors.** If printing with spot colors, is the file built with the correct colors (throughout)? If printing CMYK, are all spot colors converted to process? If your file has large areas of black, consider putting a 40% cyan underneath the black. Fine type and large solid areas are better suited for spot colors (for better registration and color consistency).
- Check Page Size.** Make sure files are built to final trim size. It is best to build individual pages; they can be facing pages or singles. You should build them in consecutive page order (reader spreads). Please do not build them as single printer spreads as this may limit our imposition choices. If pages are built oversize, are there crop marks for final trim?
- Check Bleeds.** Files have a minimum of 0.125-inch bleed.

Special Notes:

*Visit our website today to sign-up for future
Concord Litho tips, tricks & equipment updates.*

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