

## DIGITAL FILE CHECKLIST

### Colour Management

- Convert RGB to CMYK @ 300dpi and in 100% placement
- Images in CMYK mode, no embedded profiles included
- Colours properly defined as process or spot
- All spot colours with the same naming convention
- All unused colours deleted

### Image Specifications

- Images should be saved in .tiff (LZW compression) or .eps formats
- One colour images must be saved in greyscale mode
- Two colour images must be saved in duotone mode
- All images have an effective resolution of 300-600 dpi
- All supported art files are supplied and placed in appropriately labelled folders

### File Specifications

- Minimum of 1/8" bleed on each trim edge (all 4 sides of each page for perfect bound, spiro bound, or cerlox)
- Trim size = document size
- Single pages
- Varnishes, die lines and other post-press artwork coloured with appropriately-named solid spot colours and placed on separate layers
- Use Adobe Type 1 fonts when possible (avoid True type fonts)
- Convert text used in an Illustrator program to 'outline' or 'paths'
- All fonts supplied in a separate folder; include fonts used in supported artwork

### Supplying PDF files

- Hall Printing pre-set .joboptions used to generate PDF file
- Single pages
- Include crop marks with minimum 1/8" bleed
- All fonts embedded
- CMYK Image colour space
- Colours properly defined as process or spot

### Finishing Considerations

- Pre-production mock-up supplied using final job stock
- Spine width confirmed by Hall Printing
- Perfect-bound 1/4" hinge score image loss has been considered for inside front and back covers as well as first and last text pages

### Electric File Transfer

- Compress all files before uploading using the Zip format
- File name in alphanumeric characters only, no space bar, colons, forward or back slashes