

PREPRESS CHECKLIST

Before sending documents for print, please ensure that:

- + All screen and printer fonts used in the project are included
- + The document page size is equal to the final printed page size
- + Bleeds are included and measure at least 1/8 inch
- + All pages of a document are in a single file
- + The number of pages in the document match the final printed page count
- + The document dimensions are correct
- + If color is critical make sure all images are converted to CMYK - that way you can make adjustments yourself. Otherwise all RGB will be automatically converted to CMYK in our rip.
- + Image resolution is at least 300 dpi or greater at finished / output size
- + All linked graphic files are included
- + The document has been proofed for typographical errors and all images are correctly positioned
- + If sending PDF's only, please make sure they are high resolution with bleed and no marks. Preferably created using BB job options
- + Use the package option for Adobe InDesign and Illustrator, include idml file
- + Upload fully prepared documents at bbprintsource.com

Have prepress questions? Please call 503-639-9835
and ask for prepress customer assistance.