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UN Communications Group Prepress Checklist

Prepress refers to everything that happens to make sure a job is correctly prepared for printing. This is when you catch the errors that could hold up the job on press. For trouble-free printing down the line, it is important to get your design in the best shape possible before upload. Please follow the prepress guidelines below before uploading your project. For our purposes, this can be broken down into four steps:

- **Manually Preparing Your Files (checking and adjusting graphic files)**
- **Preflight**
- **Collecting Your Job**
- **Creating a Preview PDF File**

Manually Preparing Your Files

- Extend bleed artwork to bleed lines (.125") (See Below for Full Details on How to Bleed in InDesign)
- Check that important content is within safety margins (3/16" from trim)
- Check and edit colors
- Check that process colors are CMYK (not RGB)
- Check that spot colors are converted to CMYK or, if desired, carefully defined and applied as spot
- Trash unused color swatches
- Check and edit fonts (with the help of Quark's "Usage" menu item or Adobe's "Find Font" menu item)
- Make sure there are no missing or inactive fonts
- Check that fonts are styled in their "true" form (in other words, unaltered by artificial "bold" or "italics" options in the application)
- Check that linked graphics are up to date
- Tidy by deleting unused elements, elements on the pasteboard and empty boxes
- Check layers
- Make sure that the template layer only contains template elements
- Template layer is set to non-printing or turned off
- Artwork layer only contains artwork
- Create a color proof to check your document for color quality, spelling and layout
- Check to see if panel sizes are correct for folded jobs

Preflight

To preflight a job essentially means to check it for technical errors to make sure it is ready to print. The process involves running your layout file through preflight software, or a preflight Plug-In that systematically scrutinizes it for font conflicts, missing graphic links, etc. - any issues that could be a problem for the printer.

Preflight Cont'd

- Note that preflight is an automated function, while manually checking that your document is correctly laid out can only be done by a human. That is why these first steps go hand-in-hand and one cannot replace the other.
- The other way you run preflight depends on what application you used for your layout file. As layout programs, InDesign and Quark have built-in preflight and/or job-collecting functions, while Illustrator and Photoshop files have neither.
- For some of the file formats we accept, here are the methods we suggest:
 - InDesign: Simply open the document and select “Preflight” from the File menu.
 - Quark: You can “Collect for Output” from the Quark menu but not preflight. To preflight a Quark document you must use separate preflight software such as Markaware’s FlightCheck.
- Preflighting will result in a report listing conflicts and errors with your files. This is normal. Part of preflighting is fixing errors and running it through again until you get a clean report.

Typical Preflight Errors and How to Fix Them:

- **Linked Graphics are RGB:** To fix, open the original graphic file(s) and convert the files to CMYK.
- **Missing Fonts:** To fix, first attempt to activate the missing font in your computer. Or, open the layout file and manually change any text that uses a missing font to another font. Many times, the “missing font” warning refers to something as irrelevant as a spacebar space formatted with a missing font. (You can detect where missing fonts occur in Quark with the “Usage” menu item or in InDesign and Illustrator with the “Find Font” menu item). For a clean layout file, you must delete or edit all unused/invisible text (even spaces) detected as problematic.

Collecting Your Job

Collecting your job is an automated process for gathering all of the active components of your job - layout, graphics and fonts - into one new, neat job folder. As with the preflight procedure, the way you collect your job depends on the program your layout file was created in.

For some of the file formats we accept, here are a few methods we suggest:

- For an InDesign layout, select “Package” from the InDesign File menu. **(See Below for Full Details on Packaging InDesign Files)**
- For a Quark layout, select “Collect for Output” from File menu.
- After collecting your job you will create a preview PDF and add it to the collected job folder.
- If you designed with fonts that you don’t have commercial permissions to please either: Buy the font and supply it, or submit the design without supplying the font files. In this case, you would list the fonts in the uploading process. Bear in mind that when a buyer opens your file, the non-standard font you used will automatically substitute with a standard system font, causing re-ragging of the type. It would be up to the buyer to purchase the font you used or not.

Save File as Preview PDF File



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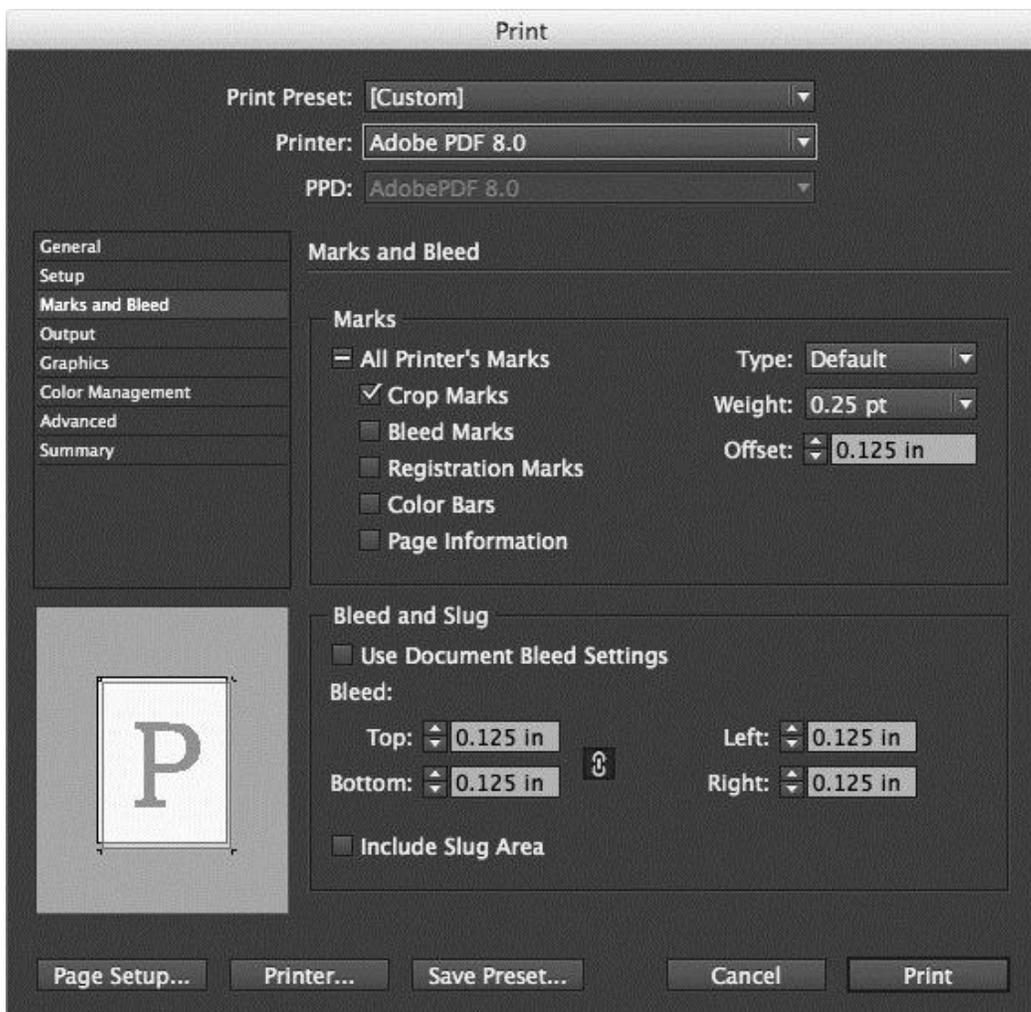
Bleeds in InDesign

Option 1

In the document setup box you can tell it to set bleed to .125 in all 4 boxes. When this is done you will see a red rule around the page(s). This represents bleed and all bleed images should be pulled to the red box, then you export out as a pdf using the “Use Document Bleed Settings.”

Option 2

Is to not set up bleed in the document set up box and to use bleed settings in the pdf export box as seen below.





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Packaging InDesign Files

Collecting Fonts and Linked Graphics Used in the File

- Click File/ Menu/ “*Package.*” You will see “*Summary.*”. Skip and go to the next topic which is “*Fonts.*”
- This will show you the fonts used in the document. If there is a Caution Triangle, that means the fonts are missing and you will have to find the font. The button to find the font is under the window that lists the fonts. This works the same way as when you open an InDesign file and it asks for fonts.
- “*Links and Images.*” is next. It will also show you the images and links used in the document and if a Caution Triangle shows up you will have to relink the images.
- “*Colors and Inks.*” shows you what colors are used - Spot Color or 4-Color.
- “*Print Settings.*” do not need a report. Nothing needs to be done here.
- “*External Plug-Ins.*” - Nothing needs to be done here, unless a Plug-In is listed. If that occurs, turn off Plug-Ins, then Package.
- Click on “*Package.*” It may ask you to save the document before packaging. Click “*Save.*”. It will give you the option to change the document name and where to save. You don’t have to change the name.
- Next “*Printing Instructions.*” will come up. Click *Continue.*
- The next window will give you the option to title the package folder and where to save it. Your Desktop is usually easy unless you would like to save it in the folder where the document is. Click “*Save.*” and InDesign will put everything in a folder for you.
- To send it to UN Communications Group, you will have to Compress the Folder: .zip or .sitx.