



## General Information

### File Preparation Check List

September 2017

#### 1. Proper Document Setup

The document size should be at the final trim size.

#### 2. 1/4" Margin and Bleed

Any images or color on the edge of the page should pass the trim line by a 1/4"(0.25" / 18 pt / 1p6).

Any text that is not a part of the background art should be 1/4" away from the trim.

Press Finish Jobs: Jobs that do not go to bindery should have 3/8" (0.375" / 27pt / 2p3) margins.

#### 3. Marks

Crop Marks need to be included, offset from the trim by 3/8" (0.375")

Do not include registration marks or color bars when possible.

#### 4. Image Resolution

For the heatset press, the recommended resolution is 300 dpi. For the openweb press, the recommended resolution is 200 dpi.

#### 5. Linked Images

Before creating your pdf, make sure all your links are updated and none are missing.

#### 6. Ink Density(dMax)

Recommended dMax for the heatset press: 280

Recommended dMax for the openweb press: 240

*To find the ink density, measure the amount of Cyan, Magenta, Yellow, and Black being laid down on any point on the page.*

With InDesign, you can use the "Separation Preview" to measure dMax. If you are using Quark or any other program, you need to use the "Output Preview" function of Adobe Acrobat Pro to check the ink density.

#### 7. Color

All colors should be CMYK, unless you are using spot colors. All colors that are not printing spot color should be converted to CMYK before creating your pdf.

Small black text should be 100% black only.

#### 8. Overprint White

SOP systems will convert white objects from overprint to knockout automatically. Set all white objects to knockout to ensure the best results.

#### 9. 4-Color Rich Black

Rich black is to be used on publications printing on heat set coated paper only. Open web publications should use 100 % black only.

*SOP Recommended Rich Black: 30% cyan, 30% magenta, 30% yellow, and 100% black.*

#### 10. Proper Export Setting

Please contact the prepress department for pdf instructions on creating presets with SOP settings.

##### SOP Prepress Customer Support:

(310) 965-9103

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#### 11. PDF Version

When selecting the pdf version, select the highest version your software will allow.

SOP does not accept PDFs versions pdf/x(1.3-Acrobat 4) or lower. Using this version can cause problems that will affect the look of the final product. If you have a special circumstance please contact the prepress department.

Locating PDF Version: Open the File menu and choose Properties. Open the Description tab. The PDF version is in the Advanced section.

#### 12. Embedded Fonts

All fonts (not outlined type) must be embedded.

Checking Embedded Fonts: Open the File menu and choose Properties. Open the Fonts tab. All fonts listed should say "(Embedded)" or "(Embedded Subset)" after the font name.