



Use this checklist when building your files and again when preparing them to send to Courier. This will ensure that your files conform to all the standards in *Right from the Start, 4th Edition*.

Documentation

- 100% size laser proofs (color if possible). If not practical, percentage reduction of proof is marked on all pages.
- Black-and-white proofs have been printed with "Print Colors as Gray" turned on.
- If the file is sent via modem, a printed proof or PDF file must follow. Be cautious of relying on a fax.
- Registration marks are in place with an 18-point offset if you are printing at Westford and Stoughton, or a 12-point offset if you are printing at any other plant.
- Proofs are properly marked identifying LIVE and FPO images, color specifications, and special instructions.
- Printed directory of contents of disk/cartridge is included.
- File submission form is completely filled out.

Digital Media

- Media are clearly labeled with company name, disk number, contact, project name, date, etc.
- File naming conventions have been agreed upon and followed.
- Each file has a unique and useful name.
- Revised files have a new file name.
- Disks contain copies of all layout files.
- Disks contain copies of all companion graphic files (EPS, TIFF, etc.) and any nested graphics and fonts used within them.
- Appropriate software programs have been used in compatible versions.
- Compression programs used conform to Courier's guidelines.

Fonts

- All fonts are Type 1 (never use TrueType).
- Have you included keyboard maps for foreign language or custom fonts?
- Have you sent screen and printer fonts with the job? (If your files were prepared on a PC, have you sent both .pfm and .pfb files?)

- Text**
- Have type styles been properly applied?
 - Have reverses and outlines been properly built?
 - Have you avoided the use of tiny type or graphic elements?
 - Is all type aligned with tabs?
 - Have you given attention to text within graphics, provided the fonts, or converted to paths or outlines?

- Graphic Elements**
- Are borders and rules properly built?
 - Hairlines are specified no less than .25 points.
 - Minimal nesting of EPS graphics.
 - Knowledgeable use of scaling, cropping, and rotating.
 - Attention to blends: avoid shade-stepping and other processing implications.
 - Imported graphics contain single subjects.
 - Barcodes have been properly built.
 - Resizing images has been thoughtfully implemented with careful consideration given to resolution.
 - Images have been provided in the proper format.

- Colors**
- Colors are properly defined with attention to separation on or off.
 - Unused colors have been deleted.
 - Trapping has been discussed and recommendations followed.
 - Special colors have been properly applied.

- Miscellaneous File Construction Items**
- Document size does not exceed the limits of the final output device or press.
 - Unwanted items have been deleted, not covered with a white box.
 - Bleed and trim are properly applied.
 - Image replacement considerations have been followed.

- Other Materials**
- Have you included all transparencies or reflective copy required for the job?
 - Have clear instructions been written down about how to handle scans?