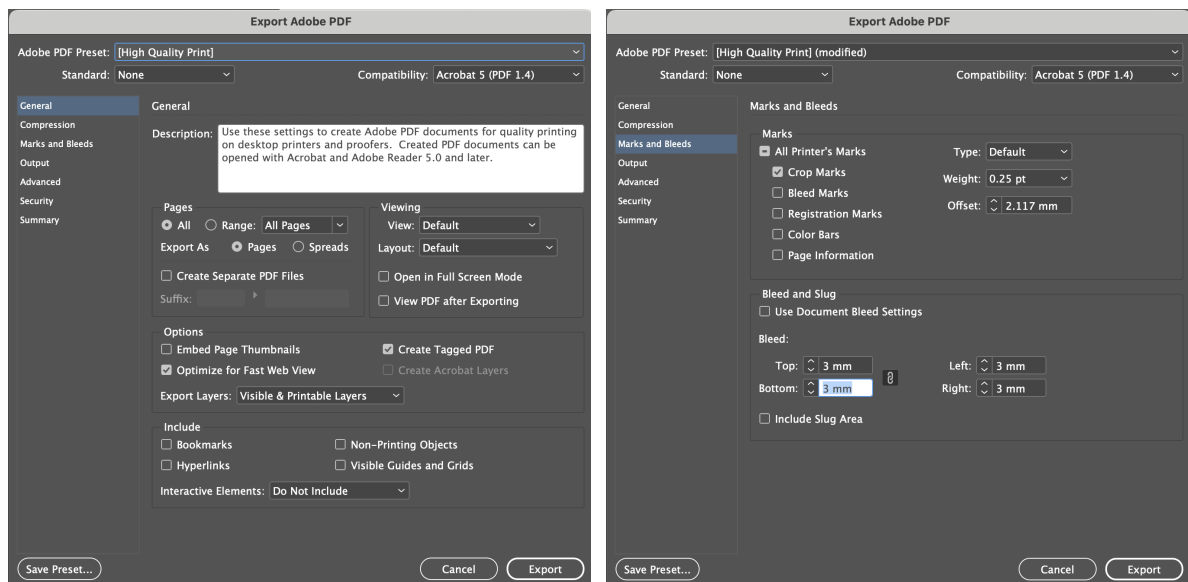


# Bambra Prepress Checklist

Setting up your files correctly for printing is crucial for achieving the best results. Here's a quick checklist to ensure your designs are print-ready:

## File Format

- **PDF:** Preferred format for print-ready files. Use the High Quality Print setting with crop marks and bleed:



- **Size:** Ensure the trim size of the document matches desired final, flat printed size.
- **Other Formats:** EPS for specific requirements or when requested; convert text to outlines.

## Bleed And Trim

- **Bleed:** Add a minimum 3mm bleed on all sides for cutting discrepancies.
- **Safety Margins:** Keep important elements at least 6mm inside trim line.

## Colours

- **CMYK:** Convert all colours, images, and graphics from RGB to CMYK. For colour-critical projects, make conversions as early in the design process as possible. Perform any colour adjustments in CMYK to avoid unexpected colour shifts on press.
- **Colour Profiles** (for colour-critical projects): ISO standard 12647-2 and ICC profiles for FOGRA39. Profiles are packaged with Adobe Creative Suite and most other design software. If you need to download an ICC profile, any of these will match what we use: CoatedFOGRA39.icc / Coated\_Fogra39L\_VIGC\_300.icc / ISO Coated v2 300% (ECI)
- **Spot Colours:** Use Pantone colours if required for the project.
- **Black and Rich Black:** Large areas of solid black should be 30C 30M 30Y 100K. Ensure all small type is 100% black ONLY. C,M and Y values and screens in body text-size type can fill in and discourage readability.

## Image Resolution

- **Raster Images:** Use at least 300 DPI (dots per inch) resolution for best quality.
- **Graphics:** Use vector graphics where possible.

## Fonts And Text

- **Embed Fonts:** Ensure fonts are embedded or outlined in final files to avoid substitution.
- **Check Readability:** Use readable font sizes, especially for small text.

## Layers And Transparency

- **Flatten Layers:** Flatten layers or transparencies to avoid print issues.
- **Check Overprinting:** Review overprint settings to avoid unexpected results.

## Folds And Creases:

- Indicate folds and creases with either a dashed line outside the trim area or as an overprinting spot separation named accordingly.

## Embellishments (Dielines, Foil, Emboss, Spot UV, etc):

- Must be supplied as vector artwork (converted to paths or outlines).
- Ensure embellishments are NOT in CMYK, but on their own spot colour separation and named accordingly.
- Set all embellishment elements (strokes and fills) to overprint.

## Bookbinding

- **PUR Bound:** Request a spine width for your book and incorporate it into the cover artwork.
- **Hard Case and Case-bound:** Supply cover artwork with 25mm bleed MINIMUM.
- **Wiro-bound:** Allow for appropriate binding margin depending on wiro size.

## File Submission

- **File Naming:** Use clear, descriptive file names including the project name and version.
- **Package Files:** Submit working files only when requested. Include all linked images and fonts when packaging the file.
- **Submit Proof:** For more complex projects, send a low-resolution PDF proof for reference alongside the final file.

## Proofing

- **PDF:** For faster turn around and non colour critical jobs, a PDF proof only may be requested for sign off before printing.
- **Hard Copy:** It is crucial that you sign off on a hard copy proof on all colour-critical and complex projects before printing.

Following these prepress guidelines will help ensure your designs print as intended and avoid costly errors. If you have specific print requirements and have any questions, just give us a call. We're here to help your project run as smoothly as possible.

**Bambra**  
**Be**  
**Bold.**