



**PRINTNZ**

our industry, our people

# DIGITAL FILE CHECKLIST

**This Bulletin forms part of the Information available to**

**Members, and should be filed for future reference in**

## **Section 11**

**of the Printers Handbook**

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# **ELECTRONIC ORIGINATION CHECK LIST**

## **HOW TO PREPARE A FILE FOR FILM OUTPUT**

1. Do not Postscript file - file may have to be opened to correct problems.
2. Send font with files - many different fonts available.
3. Send Scans with file
4. Check that colours used are
  - a. Spot
  - b. Process
5. Check ink type (Opaque or transparent) - especially when overprinting.
6. Check overprints especially black
7. Check trapping (spreads and chokes) are correct and suitable for process.
8. Make sure that each spot colours used in multi programmes are the same and are recognised by each programme.
9. Check screen angles especially two colour and tint colours.
10. Check for correct DPI (PPI) for scans and photoshop files
11. Check stepping (multiple paste) suits the stock size and grain direction.
12. Check distortion requirements.
13. Check separations on a laser proof before film output.
14. Check full set of step and repeat proofs before film output.

## **HARD COPY ART** **(Supplied by Customer)**

- Make sure that you have:-
- a. Colour breakout **ie** colour rough
  - b. Finished size
  - c. Stock type and weight
  - d. Number required
  - e. Contact persons name and number

## **COLOUR MATCHING**

1. Do not colour match to colours on screen
2. Colour match under controlled lighting
3. PMS Colours are suitable for spot colours (mixed inks).  
**\* Note not all PMS colours can be matched with processed inks**
4. Always use new PMS books, old books fade and lead to mismatching.
5. Send customers samples to be matched with your job

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*This information is updated as required to meet changing circumstances.*

*For a copy of the most recent file visit the "Members Only" section of*

*PrintNZ's website at:*

<http://www.printnz.co.nz>

**or telephone 0800 654 455**