Print Checklist

- ☐ Document Setup: colour profile, size, paper type

- ☐ Print Layout: live area, bleed area, crop marks and trim line

- ☐ Images: must have good quality, CMYK and min. 250ppi

- ☐ Content: spell check and proof read content

- ☐ Colour management: Spot colours and Varnishes on a separate layer, correct black and ink mapping if needed

- ☐ Artboard organizing: remove unused objects, artboards, layers, colour swatches

- ☐ Preflight: check for errors in linking, overset texts, wrong image format etc

- ☐ Print ready pdf files: select a propriate pdf profile

- ☐ Package: pack the document with all assets and printing instructions