

# Basic Production Checklist

- Have you calibrated your monitor to be sure it's color-accurate?

## Raster Images

- Is the resolution high enough at 100% usage? (300dpi+ for greyscale/color, 1200dpi+ for line art)
- If you are going to adjust the images, have you converted them to .tif or .psd format first?
- Have you corrected the brightness and color balance of the images?
- Do the images look good together?
- If there is type in your photos, have you spell-checked it?
- Once you've color corrected them, have you converted all the images to CMYK and SWOP profile?
- Have you saved your file with its .icc profile?
- Or have you converted color images to black & white, if you are printing in black & white?

## Vector Images

- When you first open the file, have you set the New Document Profile to "Print"?
- Have you deleted any unnecessary fonts, styles and colors?
- Have you deleted any unnecessary layers?
- If there is type in your files, have you spell-checked it?
- Is it feasible to convert all type to outlines? If so, do it to prevent problems.
- Have you saved your file with its .icc profile?

## Fonts

- Do you have all the fonts? If you are using Postscript fonts, do you have both parts?
- You can give your fonts to your printer to print from, but giving them to clients or friends is illegal.

## InDesign Collect for Output

- Do you have all the images and all the fonts in any embedded files? (InDesign doesn't check inside graphics.)
- Are colors set correctly to be spot or separated? Are there colors you don't need you can delete?
- Are the images you've imported close to 100% of the size you are using them at?
- Have you checked everything on the Design Checklist? Really?
- Does your printer want a pdf instead of live files? If so, what kind do they want?

- HAVE YOU SPELL-CHECKED?**