

Checklist for file creation

When creating your file, it'll save you time and money if the originator of your files follows these guidelines. It'll take a few minutes of their time, but better to iron out problems now than half-way through the print-run.

If there's anything here you're unsure about don't hesitate to talk to your Account Controller or Estimator at Antony Rowe.

1	Label all your disks with their contents and your company name.	
2	Supply a print-out or digital list of your files and the sequence you want us to print them in. Use the correct page order NOT a reversed page order.	
3	Keep your original hard copy and files for future reference. (We'll also produce a hard copy from the PostScript or PDF files supplied with your disks.)	
4	Keep a list of files and positions in your eventual product provided. Please use leading zeros in filenames - for example, 01prelims.pdf, 02maintext.pdf, 03index.pdf.	
5	Identify every blank page and include them in your files. But if any blank pages aren't necessary then please don't include them.	
6	Make sure all the fonts you use are embedded, including any used by EPS images etc. Remove all references to fonts that are not used.	
7	Use obvious breaks such as Prelim, Chapter, Section, Appendix and Index etc.	
8	Supply your files as 1-to-view NOT as facing pages or double page spreads.	
9	Make sure all your EPS files use the same print driver as the final PostScript or PDF.	
10	Have you used any customised fonts? If yes, then please let us know.	
11	Your text must overprint NOT knock out.	
12	Include all the illustrations or halftones at full resolution.	
13	Save all pages as single pages.	

14	Save all pages to file, including blank pages.	
15	Make sure the page size is large enough, including bleeds.	
16	If you're using colour images, they should be CMYK NOT RGB.	
17	Give us written details of any special instructions (including margins).	
18	Make sure your rules are least 0.1mm thick NOT hairlines.	
19	Make sure you supply us with trapping and make sure it's sufficient.	
20	Make all PDF files from PostScript files using Acrobat Distiller and our settings. Unfortunately we can't accept files made with PDFWriter.	
21	Remove all tick, registration, printer's or crop marks, but provide sample pages which have your required margins clearly marked.	
22	And last but not least, please include our printer's imprint - Antony Rowe Ltd (remember, there's no 'H' in Antony!).	