

# MONASH PRINTING WORKS ARTWORK CHECKLIST

Roughly half of all files sent to the printer cannot be output exactly as delivered. The reasons run the gamut from missing fonts and missing images to the use of incompatible software.

Whatever the reason, it creates huge headaches and results in delays, cost overruns, unanticipated proofing rounds, late-stage design changes, and sometimes unhappiness over the finished job.

These problems can be avoided. But it means that printing be factored into the creative process from the earliest planning stage. If the amount of colours and the stock it is printed on can be considered before the design, then a better quality product will result. You can contact Monash Printing Works at any time to discuss your job and identify any problems before they arise.

## APPLICATIONS

Below is a list of graphic applications that Monash Printing Works use to create and check files.



Programs used to create artwork.  
Artwork supplied in Indesign, along with its  
accompanied fonts and links can be modified  
by our pre-press team.



The finished file should be presented as a "Print Ready" PDF.  
PDF files cannot be manipulated, they are used for viewing,  
transporting and printing only.

# TECH SPECS FOR SUPPLIED ARTWORK

## ALL ARTWORK

The following specifications must be adhered to;

- minimum 3mm bleed all around
- Indication of trims, perfs, creases, to be coloured in registration, positioned 2mm outside of the document
- A spot varnish or cutting forme shape that sits on top of the art, should be set to overprint, nominated as a spot colour and named accordingly
- When supplying multiple page artwork (eg. 12pp saddlestich brochure), please ensure the pdf artwork supplied is in running page order and as single pages, not spreads eg. a 12 page pdf file, starting from page 1 and ending with page 12.

## 4 COLOUR ARTWORK

- Ensure all spots colours are converted to cmyk
- Large solid areas of black should be made up of 40% cyan and 100% black, to achieve a rich black
- All images must be saved as cmyk and be no less than 300dpi

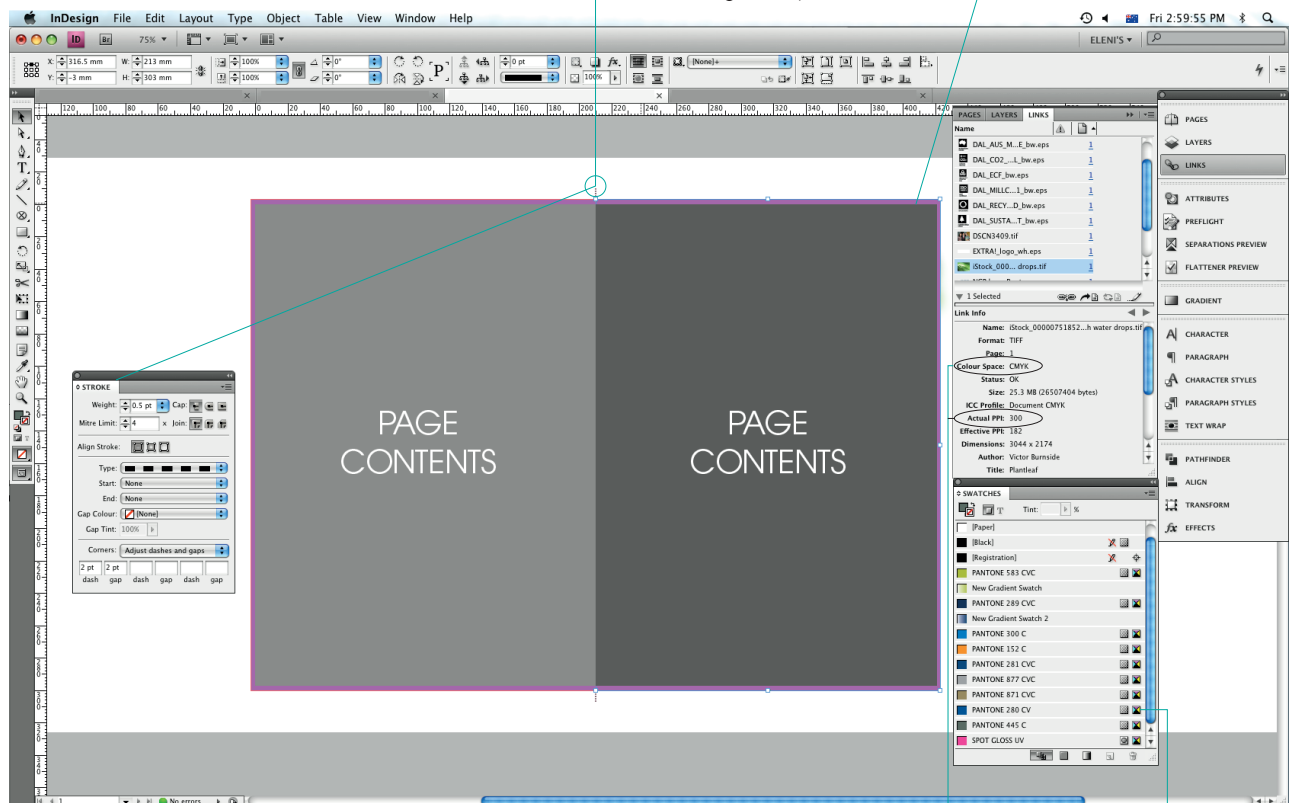
## SPOT COLOUR ARTWORK

- Ensure spot colours have not been converted to CMYK and are displayed as a spot in your swatch palette
- Ensure there are no duplicate spot colour names in your swatches
- View separations to ensure your document is separating correctly out of the nominated spot colours

Example of artwork set up in InDesign  
Size: 420w x 297h (flat) 210w x 297h (folded)  
Printed CMYK + SPOT UV Gloss on front cover

CREASE MARKS  
(Dotted line positioned 2mm outside artwork and is 8mm in length Coloured in registration)

3MM BLEED



IMAGES  
CMYK AT 300DPI

SPOT COLOURS  
CONVERTED TO  
CMYK

# TECH SPECS FOR SUPPLIED ARTWORK

## FILES FOR PRINT

Please keep the following points in mind when supplying artwork for print.

### 1. PDF files supplied for print –

- a) Has the document been supplied with bleed and trim marks?  
A minimum of 3mm bleed all around in the artwork is required.
- b) Has the file been supplied in page order and as individual pages?  
eg. for a 12pp saddlestich booklet, the pdf file should start from page 1 and end with page 12 and must not be supplied as spreads.
- c) Have all images been saved as CMYK and at 300 dpi?  
Check images to ensure there are no RGB low res images left in your artwork.
- d) If the job is creased, perforated or forme cut, has this been indicated and included in the artwork?  
Ensure all creases and perforation marks are coloured as registration and are positioned 2mm outside your trim area. Cutting forme shapes (knife) are to be nominated as a spot coloured and set to overprint on top of your artwork.
- e) Is the job being printed in 4 colour process?  
Ensure there are no spot colours left in the job and these have been converted to CMYK prior to exporting your pdf.

The following formats are not acceptable for printing unless supplied as a Print Ready PDF that passes pre-flight;

- Microsoft Powerpoint
- Microsoft Word
- Microsoft Excel
- Corel Draw
- Microsoft Publisher

The following supplied formats are acceptable for modifications and printing;

- Indesign – all versions, with all images and fonts packaged
- Illustrator – all versions, with links and fonts supplied

# EXPORTING ARTWORK TO PDF FROM INDESIGN

Please use the following settings when exporting artwork to pdf.

This can be created by going to file > Adobe PDF Preset > Define > New then input settings as per below.

