



## Eagle Printers – Artwork Checklist.

Eagle Printers accept a variety of file formats from the following programs.

### Quark Xpress (Passport Edition & Version 6.0 or lower)

- Make sure the document's page dimensions are the same as finished job size.
- For publications that have multiple pages, please delete all unnecessary pages.
- Verify that your colours are defined and named correctly. If you are using spot colours, make sure that each is defined with only one name. Delete all unused spot colours.
- Proof read for typographical and grammatical errors. This is not the responsibility of the printer!
- Check with us for trapping tolerances. Small black graphics should always overprint.
- Check bleed! Make sure that bleeds extend a minimum of 2mm around each edge. Remember to have image in this area but no essential information, as it will be trimmed off the final job.
- Make sure that all images are correctly positioned and cropped.
- Check all placed graphics to ensure that you are using the latest, up to date versions.
- Placed image files should be in either TIF or EPS format.
- Placed TIF and EPS image files, with clipping paths, should be scaled within 75 to 125% of original size for optimum results.
- Placed TIF or EPS image files also need to have a minimum resolution of 300dpi and should be CMYK or specified spot colours (never RGB).
- When collecting for output always include: the layout, linked pictures, embedded pictures, screen and printer fonts.
- Include a list of the fonts used in your publication, including fonts not converted to outlines or curves in imported Illustrator or Freehand EPS files.

### Adobe InDesign (Version 3.0 or lower)

- Make sure the document's page dimensions are the same as finished job size.
- For publications that have multiple pages, please delete all unnecessary pages.
- Verify that your colours are defined and named correctly. If you are using spot colours, make sure that each is defined with only one name. Delete all unused named colours.
- Proof read for typographical and grammatical errors. This is not the responsibility of the printer!
- Check with us for trapping tolerances. Small black graphics should always overprint.
- Check bleed! Make sure that bleeds extend a minimum of 2mm around each edge. Remember to have image in this area but no essential information, as it will be trimmed off the final job.
- Make sure that all images are correctly positioned and cropped.
- Check all linked graphics to ensure that you are using the latest, up to date versions.
- Linked image files, with clipping paths, should be scaled within 75 to 125% of original size for optimum results.
- Linked TIF or EPS image files also need to have a minimum resolution of 300dpi and should be CMYK or specified spot colours (never RGB).
- When packaging always: copy fonts (roman only), copy linked graphics, update graphic links in package.
- Include a list of the fonts used in your publication, including fonts not converted to outlines or curves in imported Illustrator or Freehand EPS files.

### Adobe Illustrator (Version 11.0 or lower)

- All files should be in CMYK mode (unless specific spot colours have been used).
- Any files that use Effects should have the 'Documents Raster Effects Settings' set to: CMYK, High (300ppi), Anti-alias.
- Any images placed into your illustrator file should be set to CMYK or Greyscale (never RGB). They should also be a minimum of 300dpi and need to be embedded into the document. Bitmapped TIF files are also acceptable for placing but should be a minimum of 1200dpi, these also need to be embedded.
- Proof read for typographical and grammatical errors. This is not the responsibility of the printer!
- Check with us for trapping tolerances. Small black graphics should always overprint.
- All finished Illustrator art needs a minimum of 2mm around each edge. Remember to have image in this area and no essential information, as it will be trimmed off the final job.
- Illustrator EPS files should be saved with Macintosh or TIFF 8-bit colour preview, including document fonts and CMYK Postscript level 3.
- Illustrator PDF files should be saved with all fonts embedded.

### Adobe Photoshop (Version 8.0 or lower)

- Photoshop files should be supplied as either EPS or TIF and with a high resolution (300dpi).
- Bitmap TIF's must have a resolution of 1200dpi.
- Acceptable image modes are: Bitmap, Greyscale, Duotone or CMYK (never RGB).
- Images with clipping paths should have a flatness value of no less than 3 pixels.

- All finished Photoshop art needs a minimum of 2mm around each edge. Remember to have image in this area and no essential information, as it will be trimmed off the final job.
- Proof read for typographical and grammatical errors. This is not the responsibility of the printer!
- Version 7 Photoshop TIF files must be flattened.

#### Supplying a Proof

- Supplying us with a hardcopy proof of your job is always a good idea. This will allow us to check if anything has gone wrong when setting up your job.
- If possible, make a final separated black-and-white proof of your files on a postscript laser printer to ensure correct separation of elements.