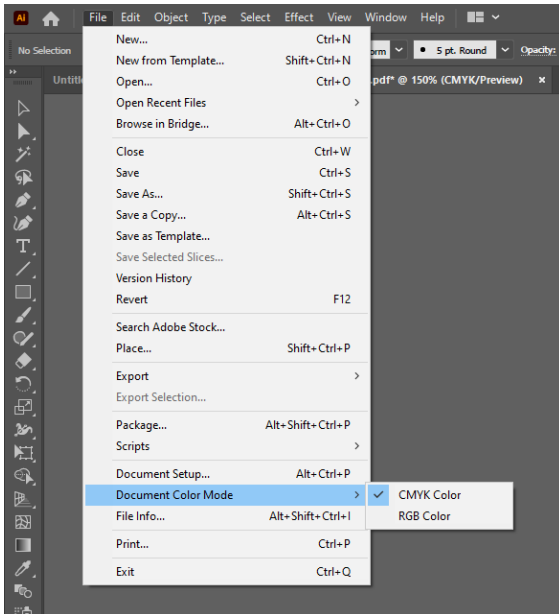
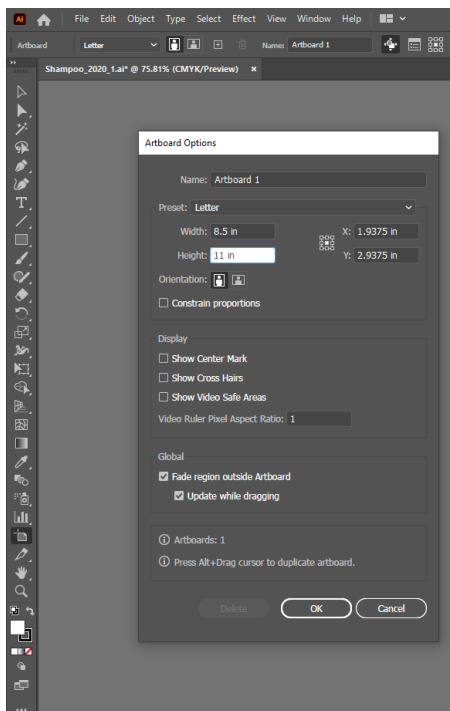


10 Steps for Prepress Success!

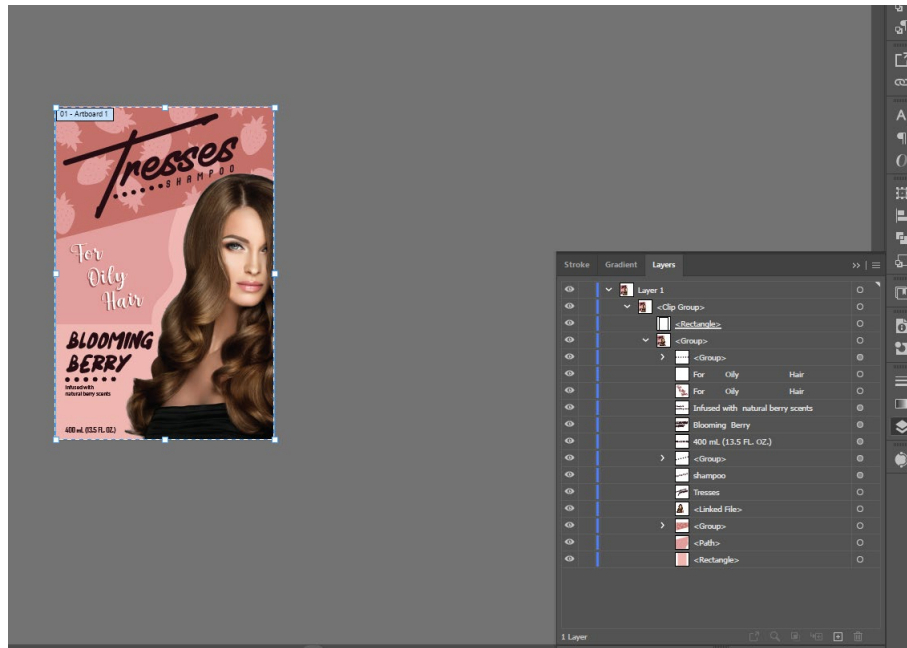
1. Make Sure Color Mode is in CMYK: *File* → *Document Color Mode* → *CMYK Color*



2. Make an artboard to the print width of the material you plan to use: *Use Artboard Tool to resize. (I.e. 8.5 inches wide)*

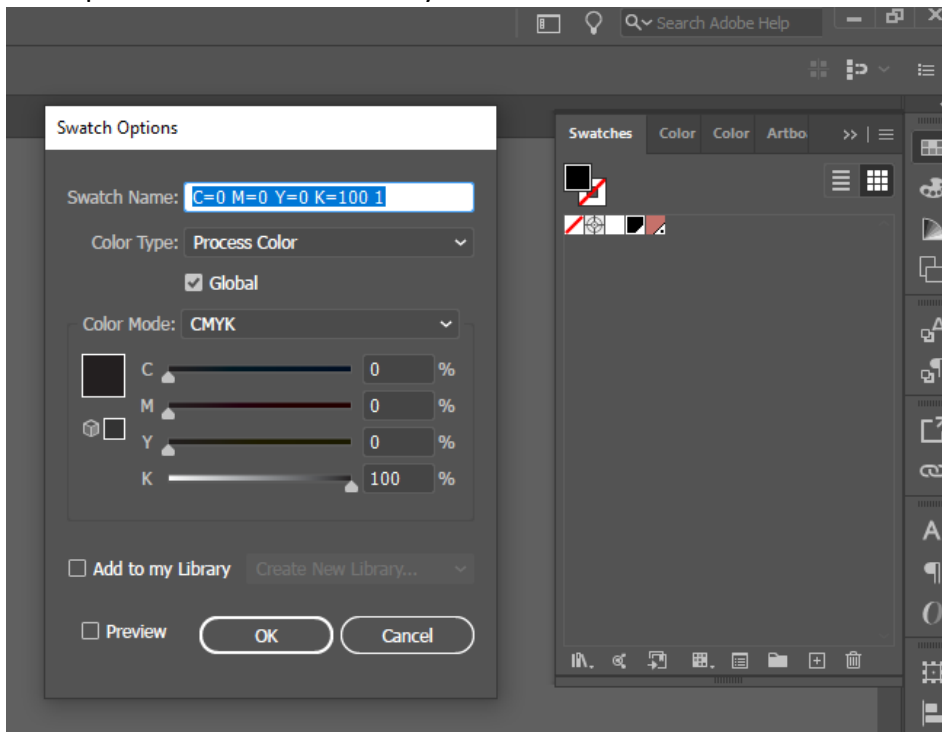


3. Delete all unnecessary info/items unrelated to the file being printed *Window* → *Layers*
 - a. Extra items in workspace, extra layers, etc. (makes organization easier)



4. Outline all text in file: *Type* → *Create Outlines*
 - a. Prevent missing fonts between devices

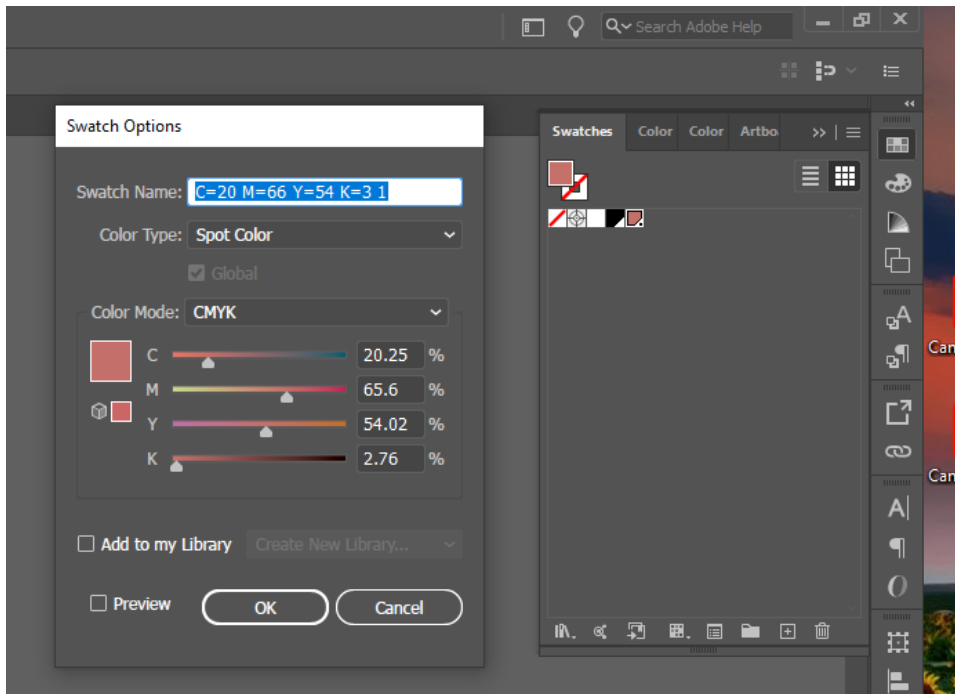
5. Non-Spot Color Black must always be Process Color 100 K: *Window* → *Swatches*



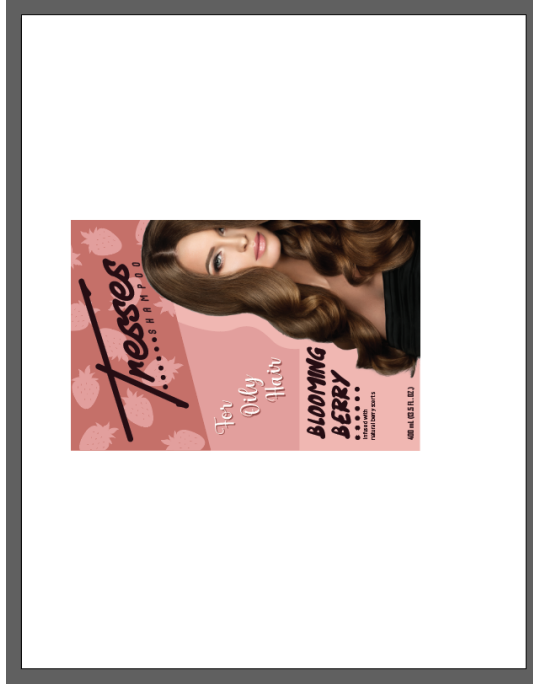
6. If Spot colors are needed for separate spot color channel, check swatches area to ensure they are set correctly: This is done so the rip software will read this breakdown correctly.

Click in the upper right-hand corner of the Swatch Palette and select “New Swatch.” Use the New Swatch menu to change the Swatch Name to “**Spot**,” with the S capitalized. Then in the Color Type area select “Spot Color”.

The title of this swatch should always be “**Spot**” no matter the color
Window → *Swatches*



7. Rotate design (if necessary) to fit width of printing material: *Window* → *Transform*
 - a. Maximize material usage as well!

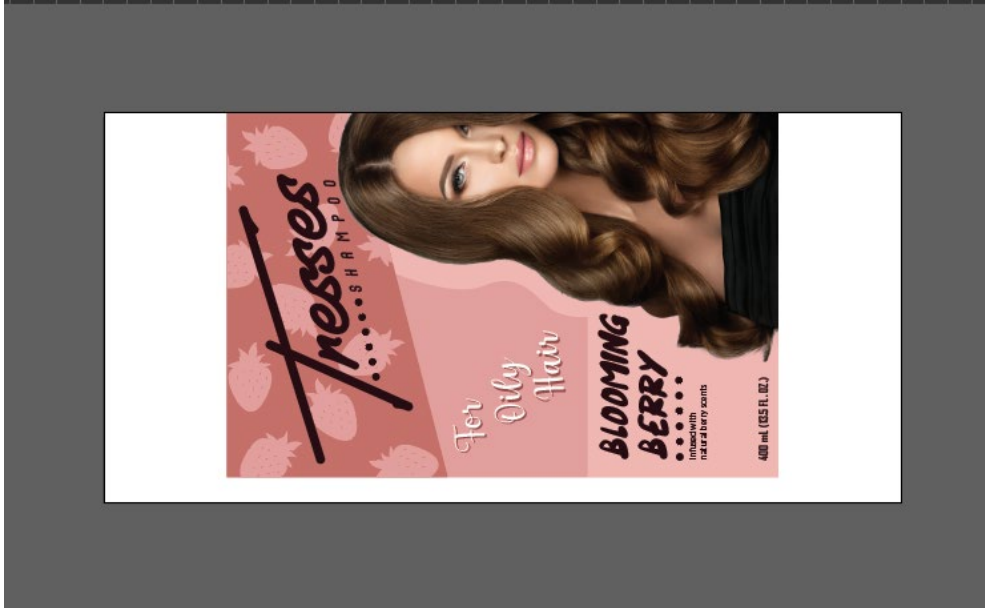


8. Center Design on artboard: *Window* → *Align*



9. Have design flush to top of the artboard, then resize to leave a 1/4" to 1/8" gap at the bottom (for space between designs being printed) *Window* → *Align*

Then: *Use Artboard Tool to resize*



10. Save File as an Adobe PDF: *File* → *Save As* → *Adobe PDF*

- After “save” is clicked a new window will pop up. Follow the below settings for the recommended PDF settings.

Recommended PDF Saving Settings: *Select the Following*

- General
 - “Preserve Illustrator Editing Capabilities”
 - “Embed Page Thumbnails”
 - “Create Acrobat Layers from Top- Level Layers”
 - Standard set to “None”
 - Compatibility set to “Acrobat 7”.
- Compression
 - Color Bitmap Images set to “Do not down sample”, compression “none”
 - Grayscale Bitmap Images set to “Do not down sample”, compression “none”
 - Monochrome Bitmap Images set to “Do not down sample”, compression “none”
 - Check “Compress Text and Line Art.”
- Marks and Bleeds
 - Make sure all Printer Marks is unchecked
 - Bleeds “use document bleed settings”.
- All other settings tabs can stay as default.

You’re all Set!