

Print-Ready Checklist

A practical pre-flight list before sending a file to a commercial printer.

1. Document setup

- ☐ Canvas is the final trim size, or trim size plus bleed if the design reaches the edge.
- ☐ Bleed is added on all four sides: 0.125 in for US print, 3 mm for European print.
- ☐ Text and logos sit inside the safe area, at least 3-6 mm from the trim edge.
- ☐ Orientation, page count and folded-panel order match the print service template.

2. Images

- ☐ Every image has enough pixels at final size: 300 PPI for close-up print, 150-200 PPI for large format.
- ☐ No image has been enlarged beyond its real pixel data.
- ☐ Crops match the product aspect ratio; no stretching.
- ☐ All images are embedded, not linked to a missing local file.

3. Text and vector artwork

- ☐ Fonts are embedded in the PDF, or text is converted to outlines.
- ☐ Logos and line art are vector where possible.
- ☐ No text crosses a fold line or sits too close to the trim.
- ☐ Thin rules and small type are checked at 100% zoom.

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Final colour, export and pre-flight checks.

4. Colour and export

- ☐ Colour mode follows the printer's instruction (RGB or CMYK).
- ☐ The correct ICC profile is embedded if the printer requires it.
- ☐ Export includes bleed, crop marks and the requested PDF standard.
- ☐ File format is PDF, TIFF or maximum-quality JPEG as requested.

5. Final pre-flight

- ☐ The exported file opens without missing fonts or images.
- ☐ Page size equals trim size plus bleed.
- ☐ Backgrounds extend fully into the bleed area.
- ☐ A final visual check is done against the printer's template.
- ☐ Filename identifies the final version and project.

Notes / print service requirements
