



RELEASING FILES TO THE PRINTER

A quick review of this list can help ensure that you've left no stone unturned in finalizing your document once it has been proofed and approved.

- Double check margins and type placement (especially if the job is being 3-hole punched).
- Carefully check all type sizes, tracking and leading.
- Run a "search and replace" to eliminate any instances where there are two spaces after sentences.
- Carefully check headings for letters that need kerning, especially letter pairs that can sometimes appear inconsistently placed.
- Check tints of solids, photographs, graphics, etc. if needed.
- Run a spell check.
- Eliminate any widows or orphans. These occur when a word appears alone on a line at the end of a paragraph or when a word or line appears alone at the beginning of a column.
- Check to make sure that no proper nouns are broken up onto two lines.
- If you're using a font with an expert set, don't forget to put in the ligatures.
- Do a "search and replace" on fi, fl, ffi, and ffl.
- If your job uses process colors, convert Pantone colors to CMYK to ensure that the printer uses the correct colors when running the job (unless the Pantone color is an addition to the CMYK).
- Complete all trapping if not being handled by the printer.
- Replace low resolution FPO scans with high resolution versions if not being handled by the printer.
- Replace scaled or bitmapped graphics with originals.
- Set up printer bleeds and trims.
- Collect all design components for output, including:
 - Comp or hard copy of job
 - Graphics and photographs
 - Fonts (printer and screen)
 - Laser composite proofs
 - Laser color separations
- Print a listing of contents as a hard copy to include with file. Mark up hard copy with all color specifications and special notes to printer.