



CHECKLIST

,?95F9F99 69?BJ FB@9I 9EL =@CBEG5AGFFH9B <9A 7E95G=A;=?9FBCE=AG=AAQ O<9 " =;=G5?
.E=AG5EGA9EF<=09 J 5AGGBCEBI=89LBH J =G 5 DH=7GHEA5EBHA19EI=79G<5CE9FH?GJ =G<
FHC9E6CE=AGH5?=@BQ:B??BJ=A;G:9 7<97>=?=F69?BJ J <9A 7E95G=ALBHE, "\$ J 9 75A 5FFHE9
LBH G<5G 9 75A@99GX 9K7998LBHE9KC97G5G=BAFQ

Knockout/Overprint (trapping) S&:5AL G9KGF 7BA=:;HE98=A- H5E>3CE9FF5F BI9ECE=AGAG
J =?8=FC?5L=A6BG<- H5E>5A8 A7EB65G_R` 5F >AB7>BHGQ A9J :95GHEB: A7EB65GaNf G<9
56=?=G1BCE9I=9J LBHE >AB7>BHGRBI9ECE=AG5E@9G9EFK1L HG=?=F=A<9WBI9ECE=AG9I=9JW
BCG=BA=AG<9 7EB65G 1 @9AHQ ?95F9695E =A@=A8G<5GA7EB65GJ =?ABG7<5A;9 5AL
GE5CC=AF9GG=A;SCEBI=8=A;LBH <5I9 HF98 BHE, "\$ F9GG=A;R19A 5AL >AB7>BHGRBI9ECE=AG
F9GG=A;FBE=;=A5?L7BA=:;HE98H5E>NJ=?69<BABHE98 G<=AG<9," \$Q

Bleed S /B G:5G_@@ 6?9985CC95EF J=G<=ALBHE, "\$:=?9NBH @HFGF9GLBHE 8B7H@9AG
BHGCHG=M0B69 ^\@@ ?5E;9E6BG<=AJ =8G<5A8 <9=;<G\$BE 9K5@C?9N: LBHECH6?=75G=BA
^]K^ecj G<_@@ 6?998N@9ALBHEBHGCHGC5;9F=M9J=?69^_K_]c@ @Q

Adobe Photoshop EPS Files SD B5 I B=8C BGAG57C EB6?9@F J=G< E98H798 7B?BHEB9CG<=A
#, /: ?9FNC ?95F99 AFHE9L BH8 BA BG< 5I 95 AL7 B7BHE@ 5A5; 9@9AGG5; ;98=ACBG<9# , /: ?9Q
A88=G#5?L8B ABGF5I9G<9# , /:=?9 =G<9WGE5AF:9A 7G=BAF0?97G98Q

RGB S&:LBH 5E9=AG9A8=A;BHE=@5;9F CB 69 :H??7B?BHEQ?95F99AFHE9LBH F5I9 LBH @5;9
5F!) 4'N5A8ABGRGB.

Spot Colour Blends SO<9E9=F5A=FFH9J G< 7EB65G"=FG=?9E5A8FCBG7B?BHE6?9A8FQ
" #FG=?99EJ?ABG<B?8G<7BEE97G7B?BHE6?9A8=BE@5G=BAN9I9AG<BH;<G8=FC?5LF7BEE97G?LO
&:LBH@HFGHF9FCBG7B?BHE6?9A8FQ<9ALBH 75A8BJA?B58 5\$.## C?H;S=AEB@! .#+Q
O<9=EJ96 F=G? <GGRJJQ7E9BQ7B@RCE=A9E;LR8=FG=?9EC?H;=A8BJA?B58^Q5FC

Quark Xpress Colourised TIFF SOE58=G=BA5?A17BEE97BHGCHB77HEB<9A 7B?BHE=F=G<9
:BE9;EBHA8BE 657>;EBHA8B: 5] BE dS6=0&\$\$=@5;9Q O<9E9 F 5 -H5E> 3G9AF=BA<5G =F
5I5=?56?975??98W\$A !O=:WWSBA 79C?5798=A15E:N7BEE97GBHGCHG?B77HEQ

Minimum Rule Thickness S ?95F9A BCG<5G<9@ A@H@E H?9G<7>A9FF=F\ QC B=ACQAL
EH?969?BJ G<=FG<=7>A9FF =?ABGBHGCHQBEE97LQ&J 9 89G975AL EH?9B <=7<5E9?9FFG<5A
\Q_CB=AGN9J =??=A:BE@HB:G<9 CEB6?9@Q

Supply Cover Files Perfect Bound Magazine S,?95F99AFHE9LBH 7BAG=AH9BFHCC?L," \$
:=?9FJ<=7< 7BAG5=A=A;?9C5;9F UABGCE958FVQ=F5?FB5CC?=9FGB7BI9E :=?9F@AFHE9LBH
FHCC?LG<9BHGF=89EBAG7BI9E 5A8 BHGF=8057>7BI9E 5F F=A;?9C5;9FQ/HCC?LG<9FC=A9A5
:=?9BA =GBJ AQ ?95F99AFHE9LBH HG=?=B9E; H=89BE G<97BEE97GBFGF7E=CE," \$ 7E95G=BA
:EB@ LBHE5HG<BE=A5CC?=75G=BA9: 97GNS?C5;9F F<BH?869 79AGE98Q

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above guidelines.*

Y^^\e0<9" =;=G5?,E =AG,5EGA9EF<=C
d`Tdb%E95G,BEG?5A8/ GE99GN(BA8BAN)2 c*.Q
JJQ 8?=@5CEAG5EGA9EF<=CQ7Bm