

Graphic Design (Layout and Production) Check Off List

(check off and then turn in with every assignment)

Student Name _____

Project Name (& Number) _____

1. Print. Dimensions _____

2. Color CMYK

List Spots

1. PMS _____

2. PMS _____

3. PMS _____

4. PMS _____

3. Bleed. . . . if so at least .125 in or 1/8 inch?

4. Fonts Included (list them) _____.

5. Graphics Software Apps Used Illus Photoshop (all linked files CMYK?)

6. Live Area. (are you out of the gutter, off. the edge within printer parameters?)

7. DPI 300 dpi minimum except of course vectored art

8. Bitmap Art Black & White TIFF must be 1200 dpi Vectored Art?

9. Paper Type and overall dimension _____

11. Quantity _____

12. Finishing (binding) _____

13. Cover _____.

14. Proofs (kind). . web PDF electronic match print .

15. Varnish _____

16. Logos included

17. Fonts included

18. Packaged

19. Crop and Bleed marks

20. PDF version (Adobe 8 or above-PDX 2001-a modified)

21. Color bars

22. Packaged and burned to disk

23. Seps included

24. Spine dimensions

25. RICH black (CMYK). Plain Black (100% K). Spot Black