



This template is provided by Slate Group, and is intended to assist with proper document layout, format and folds when producing your print order with SlateGroup.com. Accuracy of this template for use with other commercial printers is not guaranteed. Please do not recreate or redistribute this template without permission from Slate Group.

For additional templates please visit: SlateGroup.com/templates

Print Ready Checklist

Before finalizing and submitting artwork to SlateGroup.com. Please review the below checklist to ensure your files meet the basic print-ready requirements. For more details visit our support center at: SlateGroup.com/support.

- **Page Size:** The Page Size of your document must be set to equal the final trim size for single sheet documents. For multi-page documents, such as booklets, the Page Size should equal the final folded size.
- **Bleed:** The standard bleed measurement is .125" (1/8"). Please set bleed values in all programs that accept them. Extend bleeding elements (photos, tints, rules, solids, etc.) 1/8" beyond the trim area for proper volume trimming.
- **Color Palette:** Use CMYK mode for process color jobs. Do not use RGB preview modes. Our RIP converts RGB files to CMYK with unpredictable results.
- **Spot Colors:** If your order is intended to print in spot colors (Pantone PMS inks) then leave the spot colors active. For offset process color or digital printing, please convert all Pantone spot colors or RGB colors to CMYK.
- **Image Resolution:** Photo images should be at least 300 ppi at 100% final size.
- **Fonts:** To avoid font substitutions either supply a font package, convert all fonts to outlines, or rasterize any type layers.
- **Folding:** Please use the folding templates at SlateGroup.com to build your file or to verify folds on existing files. Mechanized folding requires some variation in panel sizes on folded items. Example: trifold brochure panels are not equal.
- **Single Sheet Documents:** The page size for single sheet documents must equal the trim size. Submit separate files for each side if your software doesn't support multiple pages.
- **Multi-Page Documents:** The page size for multi-page documents, such as stitched booklets, should be set to equal the folded size. Files may be submitted with "facing pages" as long as the page size is set to equal the single page or folded size. Do not submit files in "Printer Spreads" as they require extra charges for processing.
- **Page Count:** The total number of pages in all stitched documents must be divisible by 4. Loose-leaf documents, such as coil binding, are divisible by 2. Pages should be submitted in order including blank pages so the total page count is complete from cover to cover.