

Typical Digital Problems:

- ❑ Missing screen and printer fonts, incorrect resolution, and insufficient resolution for high-quality printing in supplied high-resolution files.
- ❑ Inadequate bleed allowance (we need at least 1/8 inch or 3 mm).
- ❑ Digital files that do not match the supplied laser prints.
- ❑ Mixing of outdated versions of the files together with new one on your supplied disk(s).
- ❑ Incorrect file names and missing information about blank pages.
- ❑ Inconsistency in the margins, folios, and styles from page to page and file to file.
- ❑ Customized fonts, not properly referenced or supplied with your files.
- ❑ Disk errors or incompatible drivers on the storage medium.
- ❑ Scanned images with substantial reduction/enlargement in later stage affecting final printing quality.

We Need from You:

- ❑ Complete specifications for your title, such as book title, text stock, trim size, number of supplied images, line screen requirements, proof requirements, quantities, and any special requirements.
- ❑ Originals/photos/slides, all files on disk, laser output at 100% size and with trim marks.
- ❑ Accurate and clear file directories.
- ❑ All corrections, or replacement images, on a new disk together with all artwork and needed screen and printer fonts, along with updated laser proofs.

Useful Tips:

- ❑ Send all the files, fonts, graphics, laser proofs, and full specifications at one time.
- ❑ Make sure all files are well organized on the disk(s). It is better to include all graphic files for text and application files in one folder, and the text fonts in a separate folder.
- ❑ Do not put multiple jobs on a single disk.
- ❑ Label all supplied disks with job name. Number each disk (1 of 3, 2 of 3, 3 of 3, etc.).
- ❑ Do not leave outdated versions of the files on the disks.
- ❑ Provide all screen and printer fonts.
- ❑ Do not use TrueType or non-PostScript fonts.
- ❑ Be sure to set the trim size in the digital files to match the trim size of the final book block.
- ❑ Provide complete cropping information for your images to achieve a better quality in scanning.

Fig. A.8. Sample list of items to be checked before sending the typesetter's files to the printer. Each printer has its own checklist.