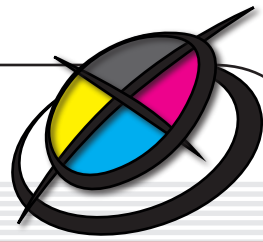


# FINAL ART CHECKLIST



## FILE PREPARATION

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Files are created using Acceptable Software:

- |                                       |   |                                       |
|---------------------------------------|---|---------------------------------------|
| <input type="radio"/> Adobe InDesign  | <input type="radio"/> Adobe Illustrator | <input type="radio"/> Adobe Photoshop |
| <input type="radio"/> Adobe PageMaker | <input type="radio"/> QuarkXpress       | <input type="radio"/> Freehand        |
| <input type="radio"/> Microsoft Word* | <input type="radio"/> Powerpoint*       | <input type="radio"/> Excel*          |
| <input type="radio"/> Corel Draw*     |   |                                       |

\*This software is accepted, however these files tend to have embedded fonts and images that prevent us from working on the files. We HIGHLY recommend sending Print Quality PDF files for these applications. Visit our resources section located on our web-site for additional information.

Files are provided in  Readers Spreads  Single Pages.

- All Pages are created to trim size.
- Spell check has been completed.
- Text formatting has been checked:
  - Text sizes are consistent (headlines, body copy, bullets, etc.)
  - Style Sheets & Master Pages have been utilized
  - There are no hard returns with adjusted leading
  - There are no returns with adjusted leading
  - Spaces have not been used to align text (use tabs & indents)
- Element consistency has been checked:
  - Measurement Palette has been used for exact positioning
- Bleeds are pulled to EXACTLY 1/8" (.125) on all sides of document.
- Unnecessary objects have been removed from all pages or files:
  - Objects on pasteboard
  - Cover-up boxes
  - Objects hidden behind layers
- All colors are defined correctly in color palette:
  - Spot Colors have been converted to CMYK
  - Colors not used have been deleted from color palette

## IMAGES

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- High-res images:
  - Are linked to the layout
  - Are provided
  - Are in CMYK format
  - Are placed between 50 and 150 percent
- Picture usage has been checked:
  - All images are updated
  - No images are missing or modified

## FONTS

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- Font usage has been checked and all fonts are included
- Fonts used in EPS files have been included or changed to paths