

# GREEN ZONE PRINT CHECKLIST



## 1. COLOR AND RESOLUTION

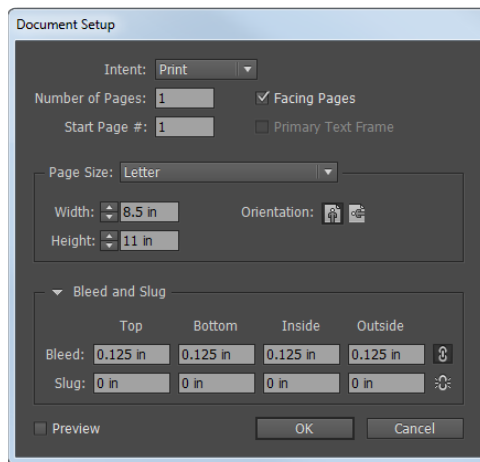
Ensure the following for high-quality color and resolution:

- All individual images, illustrations, and tints are CMYK
- All black text and line work are single color black
- File resolution is 300 ppi
- Placed image resolutions are 140 ppi or higher

## 2. PAGE LAYOUT

Ensure the following page layout specifications are met:

- Document "setup" to the final document page size, called the "Trim Box"
- Elements designed to bleed extend 1/8th inch beyond the Trim Box



- Page size and orientation are consistent throughout document
- All critical text and graphics are placed within the "Safe Zone"

## 3. SAVE DOCUMENT

Save your document as a PDF/X-1a file to ensure the following:

- All layers and transparencies are flattened during PDF creation
- All fonts (including system fonts) are embedded
- PDF's are not password protected, encrypted, nor contain OPI comments, annotations, Java scripts, custom halftone screens, or transfer functions
- Additionally, save PDF as "loose-pages," not impose as spreads (e.g. a 4-page letter size brochure has four individual pages in the PDF)

**\*THIS IS THE "SAFE ZONE"**

Page design not shown to scale.

Keep all critical text and graphics in this "Safe Zone" 1/8th inch away from the cutting edge of the Trim Box.

**"TRIM BOX" = FINAL PAGE SIZE**

**THIS IS THE "BLEED BOX"**

1/8 in.

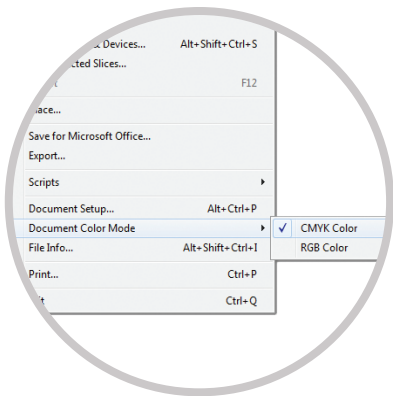
**BLEED BOX WILL BE TRIMMED AWAY**

# PRESS-READY BEST PRACTICES

## Ensuring High Quality Print Results

A press-ready file is free of any issues which would interfere with the successful production of your document through Mimeo PrintX. Please use the following guidelines when creating your PrintX press-ready PDF using Adobe Creative Suite 5.5, Microsoft Office 2010 and Quark Xpress.

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**Need Help? We're available 24/7.**  
**1.800.Go.Mimeo or [help@mimeo.com](mailto:help@mimeo.com)**