releasing

Preparing involves gathering the materials and ensuring the files are print ready before moving to submitting them to press. Prepare your next print project by using this handy, downloadable pdf checklist. For more information regarding preparing files to print, contact us at csr@acculink.com

safe zone

Failing to include a margin or safe zone in a project can be disastrous. Leaving important information outside of the safe zone leaves it open to potentially be cut off during cutting.

bleed

Bleed is a crucial element that is surprisingly forgotten quite frequently. It can make the difference in a professional outcome and a novice mistake. If there is no or inadequate bleed, white or paper-colored slivers will may be left behind during cutting.
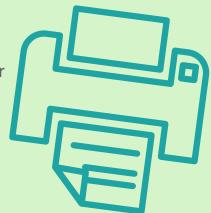
package files

Packaging files takes all used assets from a project and places them in a folder along with native files. Assets include fonts and graphics. The recipient may not have the fonts used, and will not have the images on their computers. Adobe InDesign does this automatically if by selecting Package from the File drop-down menu.

hardcopy

This simple step is often forgotten or not realized. Printing a hardcopy of a file for submitting to the printer is extremely helpful. If the piece folds, creating a folded mockup ensures that the proper execution is followed.

preflight

Preflight is a fancy printing term for checking mistakes and errors on files. Preflight is included in a few different softwares and plugins; including Adobe InDesign and Acrobat. Preflighting ensures files don't have overset text, missing images, missing fonts, and more. Preflight settings in InDesign can be configured that when executed it checks a file for a defined list of potential errors.

clean files

Clean files are more efficient. Cleaning up a file simply requires deleting any unused graphics or text that sometimes remains on the pasteboard and removing unused colors. It also means assessing your files sizes to prevent unnecessarily large graphics and print files.