



**Artwork checklist**  
and graphic  
responsibilities

**24**

step  
guide to  
**PRE-PRESS**



**Delga**

Please follow the artwork preparation guidelines  
before sending your final artwork files to us.

01

It is critical that your artwork is dropped in to an approved Delga template.

02

If reverse / inner print is required, it is imperative that a reverse template is obtained from us. Please do **NOT** horizontally flip the front template.

03

Ensure the template layer only contains CAD drawing elements, set to overprint the design.

04

Template is set as spot colours with a trim box applied to the outer / trimmed edges.

05

Artwork layer only contains the final design, what is intended to print on the paper.

06

Although we can accept all manner of file formats, the preferred type is a print ready PDF.

07

If native files (.ai, .indd, etc.) are supplied please ensure that all linked graphics and fonts are provided.

08

Bleed allowance, extend the design 3mm past all trimmed edges.

09

Glued areas must be free from print. Please add white areas where indicated on the template.

10

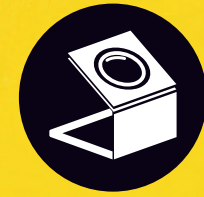
Check that important content is 4mm (minimum) within the trimmed edges.

11

Make sure all required fonts are correctly embedded, or converted to outlines.

12

To preserve legibility, type should **NOT** be less than 5 points. White text of less than 5 points can suffer from visible mis-registration.





- 13 Check that process colours, including all placed images, are CMYK (**NOT** RGB).
- 14 Check that spot colours are converted to CMYK or, if desired, defined and applied as pantones.
- 15 Delete all unused colour swatches.
- 16 Make sure all black type is 100% black only. (C = 0%, M = 0%, Y = 0% and K = 100%).
- 17 Large areas of black should be a "rich black". (C = 60%, M = 40%, Y = 40% and K = 100%).
- 18 Maximum overall ink coverage, for Digital presses = 270%, and offset presses = 320%.
- 19 Bar codes should be black only, set up as a vector and housed inside a white box.
- 20 Use overprint preview to ensure all knocked out and overprinted elements are set up correctly.
- 21 All embellishments should be set to overprint and named as the finish, i.e. "SPOT GLOSS UV".
- 22 Delete any unused elements and empty boxes on the pasteboard.
- 23 Spell check the entire document. Correct any errors in grammar and punctuation.
- 24 To avoid cross contamination of multi SKU jobs, it is essential that the artwork file name reads exactly the same as it appears on the purchase order.

# 24





## What is Pre-Press?

Pre-Press refers to everything that happens to make sure a job is correctly prepared for printing. This is where you can catch errors that could hold up the job on press and avoid potential unexpected studio costs that have not been factored for.

For trouble-free printing, it is important to get your design in the best shape possible before upload.

For artwork preparation support contact:



**01634 227000** (select the Design services option)



[prep@delga.co.uk](mailto:prep@delga.co.uk)



Why not meet our team for a workshop via **Zoom** to discuss your questions or project details?

# 24



Delga Press Limited is part of the Meliora group of companies.

