

# File Release Checklist

## GRAPHIC DESIGN PROGRAM

This file is presented as a guide to the student who is handing in a project in the Graphic Design program. If you deviate from the specifications below, make sure you are conforming to the teacher's instructions. Otherwise, make sure that a stranger could make sense of what you are handing in.

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### File Information

- Disk directory or window printout**  
Open your project window. Type CMD-Shift-4. Hit the space bar. Hover your mouse over the Finder window with your project and click. You'll get a file named *Picture 1.png* on your desktop. Print that.
- Final set of 100% laser printouts. Tile and tape together if necessary.**
- Colour printouts clearly marked for colour breaks & bleeds, if required.**

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### Fonts

- All fonts included.**  
Fonts reside in either of these locations:  
Macintosh HD > Library > Fonts  
Macintosh HD > System > Library > Fonts  
Home > Library > Fonts
- All fonts in placed files included.**  
For example: an Illustrator file with type in it gets placed as an eps in InDesign. Either create outlines in the original Illustrator file or provide the fonts.
- Fonts placed in a separate folder named FONTS.**  
You need to use the *Package* function in a page layout application. The other option is to copy your fonts manually, in the Finder, for applications like Illustrator.

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### PDF Files

- All fonts are embedded.**
- Make sure files are PDF format.**
- Make sure images are the right resolution, depending on the destination of the PDF.**  
For viewing on screen, 72 dpi. For print, 300 dpi.
- Make sure the colour space is correct, depending on the destination of the PDF.**  
If the PDF is to be viewed only on screen, the content should be in RGB. It's greyscale or CMYK for print.

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### Colours

- All colours properly defined (CMYK or Spot Colours).**
- All colours used in placed files follow the same naming conventions as page layout files.**
- All unused colours deleted.**  
See the *Colour* palette in your application.

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### Support Files

- Current version of all placed files are included.**
- Make sure each file has a unique file name.**  
Don't use special characters like / or : in your file names. Various operating systems have problems with these. Preferably, make everything lower case with underscores, rather than spaces.
- Verify proper placement of any modified files and check links.**
- Support files must be placed in appropriately named folder.**
- Resolution images should be at least 300 dpi at 100% of the final size.**
- Resolution of line art images should be at least 600 dpi.**
- All sizing, cropping or rotating of images done in the original art program.**
- Don't use the *File>Place* command in Photoshop unless specifically asked to.**

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### Miscellaneous

- Include folding dummy, if appropriate.**
- Include finishing and bindery information, if appropriate.**
- All unwanted items must be deleted.**  
This means all the artwork placed on the pasteboard while you were developing your file should be deleted. If necessary, duplicate your working file and use the cleaned-up duplicate to hand in.
- Make sure that all your files have extensions.**  
ie: lastname\_firstname.ai or lastname\_firstname.eps