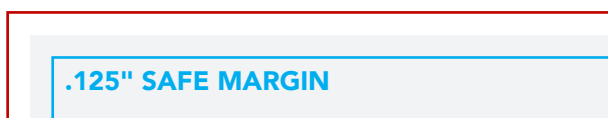


Before submitting your print-ready files with Insight, please check for the following:

FILE SETUP

- When selecting document size, adhere to sheet size restrictions for digital or offset printing (max 13 x 19" digital, 28 x 40" offset, including bleeds).
- Ensure all page sizes are equal in master, document setup, and individual pages. If applicable, save documents with multiple page sizes as separate files.
- Add a bleed of .125" to all pages.
- Extend all artwork to bleed lines.
- Keep all non-bleeding elements at least .125" away from the document trim line. Consider this the "safe" margin.
- If applicable, place variable data on its own layer called "Variable".
- If your job has complex elements such as dielines, perforations, and/or custom coatings, place each element on its own labeled layer and use a spot color to differentiate these from your artwork.
- Align dielines to the document trim lines.

.125" BLEED



Please see our **File Upload Guide** for tips on submitting your print-ready files using Insight, our client dashboard tool.

CLEANUP

- Delete any unused objects from the pasteboard.
- Turn on all document layers.
- Run spell check.
- Ensure images are cropped correctly.
- Check that all images are a minimum of 300 effective PPI.
- Delete any unused color swatches.
- Delete or convert any RGB color swatches to CMYK.
- Convert all images to CMYK.

FINALIZATION

- Ensure all images are linked and include them within your packaged file. Please avoid embedding images.
- Use the display overprint preview to confirm that all visual effects look as intended.
- Complete a preflight check for missing fonts, links, RGB, or low resolution images.
- Package your files! This will collect document files, fonts, and linked images in one folder for submitting to Shawmut.