

IMAGO Checklist for producing InDesign files for printed BOOKS

1. Document creation – the **page size** must be accurate from the start (set document pages to the exact final trim size of a single page)
2. For insides of books, files to be set up with **facing pages** ON (to create proper reading spreads). Use the Numbering and Section options to assign the correct pagination to the pages as appropriate for the book/chapter/section.
3. When creating **cover or jacket artwork**, use InDesign's ability to specify different width pages in the same document. Facing pages should be OFF, with the front, spine, back (and flaps) being created as separate pages butted-up to each other.
4. **Bleed**. If colour runs to the edge of a page, then use 'bleed' –extra colour – that extends beyond the trimmed page size for at least 3mm. Many people set bleed to 5 or 6mm. Position any full page images so that they run beyond the trim page size up to the bleed guides. Bleed can be set up in Document settings.
5. Position **folios** at least 5mm from the trim edges and use auto pagination.
6. **Text** to be set up as black and to overprint. Place all text elements on a separate layer above the colour elements
7. Black only **illustrator files** (or EPS's) placed in InDesign should also be set to overprint (from within Illustrator). This is for small areas only.
8. Use **layers** in your InDesign files. Images on the bottom layer and type/text elements on the top layer. If you have complicated layouts then background tints on the bottom layer, images & other colour elements on the layers above that and text on the top layer.
9. If your colour settings are not consistent, or if in the creation of your PDF you don't use the output setting that says '....preserve numbers' then type you have set up as 100% black can change into 4 colour black in your PDF
10. **White or reversed out** type will not look as sharp when printed as it does on your screen because of the printing process. If it reverses out of an image or out of more than 1 colour the type needs to be larger and heavier or else it will not be legible when it prints. This is because of the movement on press. Here are our suggested minimum sizes, but it does of course depend on the weight of the font and how thin the serifs are as well:
 - a. White type reversing out of 1 colour – 6 points minimum
 - b. White type reversing out of 3 or 4 colours (or a colour image)
 - 10-12 point minimum for serif type
 - 9 point minimum for sans serif
11. **Lines**, rules & frames. Presses cannot print very thin rules. Never use hairlines settings. Minimum weights:
 - a. Single black or single coloured rule - 0.3pt
 - b. Rules reversed out of 4 colours - 1 pt
 - c. 4 colour rules - 0.7pt
12. **Image resolution**. This needs to be close to 300 ppi at the final size it will print. Images can look sharp on screen at much lower resolutions but unless you view them at 100% you will not get an idea of how they will look when printed. Using

photoshop interpolation to create extra resolution should not be done for more than approximately a 20% increase. It will create more colour but will not make your images sharp. You cannot increase an image from 150ppi to give you good print quality.

13. **1-bit** image resolution (line drawings etc) – 1200 – 2400ppi. (This resolution needs to be much higher than for a 4 colour image if you want a sharp result.)
14. **Max ink percentage** (TIC, TAC, etc). Too much ink won't print properly. For coated paper the maximum should ideally be 320%. For uncoated paper - 300%. This is partly controlled by the colour profile you use when converting from RGB to CMYK. We suggest that if you are printing on coated paper you use 'ISO coated v2 (ECI)' which has a max of 320%. If the images are heavy with lot of dark areas then we recommend you use a profile with more GCR such as 'Coated Fogra 39 GCR Bas'.
15. **Rich blacks** - don't create rich, warm blacks with more than 280% of colour. 100K& 60C works well, or you could use 100K, 40C, 40M, 40Y, or 100C, 60C, 60M, 60Y.
16. **Colour settings** and colour profiles are important to get right. See our separate instructions on Colour Settings.
17. Follow our **PDF** instructions for creating your print ready PDFs.
18. If you are trying anything unusual it is best to do a trial PDF with us first.