



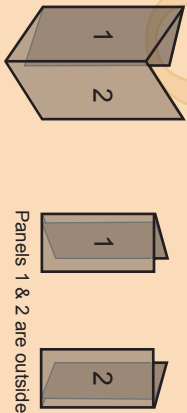
## Print Ready Checklist

Before finalizing and submitting artwork to Morel Ink, please review the checklist below to ensure your files meet the basic print-ready requirements.

- **Programs:** Our workflow is driven by the Heidelberg Prinect System using InDesign therefore packaged InDesign files that include a PDF are preferred. For all other programs please supply the native files, packaged if the program supports it, and a Print Ready PDF. **If you are supplying a Microsoft Word Document or Microsoft Publisher file also include a PDF.**
- **PDFs:** If you are supplying a PDF as your final print file be sure to use the High Quality Print setting, include Crop Marks and make sure the Bleed is set if applicable.
- **Page Size:** The Page Size of your document must be set to equal the final trim size for single sheet documents. For multi-page documents, such as booklets, the Page Size should equal the final folded size. Files may be submitted with “facing pages” as long as the page size is set to equal the single page or folded size.
- **Bleed:** The standard bleed measurement is .125” (1/8”). Please set bleed values in all programs that accept them. Extend bleeding elements (photos, tints, rules, solids, etc.) 1/8” beyond the trim area for proper trimming.
- **Page Count:** The total number of pages in all saddle stitched documents must be divisible by 4. Loose-leaf documents, such as coil bound and perfect bound books must be divisible by 2. Pages should be submitted in reading order including blank pages so the total page count is complete from cover to cover. **Please do not submit files in “Printer Spreads”.** Our workflow software takes care of that.
- **Image Resolution:** Photos & Photoshop images should be at least 300 ppi at 100% final print size.
- **Spot Colors:** If your order is intended to print in spot colors (Pantone PMS inks) on an offset or digital press, then leave the spot colors active.
- **Four Color Process:** For process color (CMYK) printing please convert all Pantone spot colors to CMYK using the swatch palette dialog box. In 2001 Pantone introduced the LAB color mode for PMS spot colors. Once converted to CMYK they may not match older versions that were only available in CMYK. Be sure the process values you want are present. **Do not use RGB mode which is the color mode used on screens such as phones & computers. Our workflow will convert RGB files to CMYK often with unwanted results.**
- **Folding:** Mechanized folding requires some variation in panel sizes on folded items. Example: trifold brochure panels are not equal. **See page 2 of this PDF for proper folding panel sizing.** If possible include a non-printing layer in your document showing where folds are meant to be.
- **Package the Job:** Use “Package” under the file menu in InDesign to collect the document, fonts & links into a folder then compress for emailing or uploading. If your software does not have a Package or Collect feature be sure to either embed all placed images or supply them along with your print file.
- **Fonts:** For programs that don’t have a “Package” feature and to avoid font substitutions either supply a font package, convert all fonts to outlines, or rasterize any type layers.

**If you need further assistance please call the prepress department at 503.736.0111**

### 3 PANEL TRIFOLD



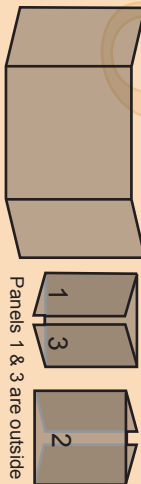
Panels 1 & 2 are outside

For custom sizes use the equation below.

**Panels 1 & 2** =  $(x + .0625) \div 3$   
**Panel 3** =  $\text{Panel 1} - .0625$

	3	2	1
5.5 x 8.5	2.75	2.875	2.875
8.5 x 11	3.625	3.6875	3.6875
8.5 x 14	4.625	4.6875	4.6875
9 x 12	3.875	4.0625	4.0625
9 x 16	5.25	5.375	5.375
11 x 17	5.625	5.6875	5.6875
11 x 25.5	8.375	8.5625	8.5625

### 3 PANEL GATE FOLD

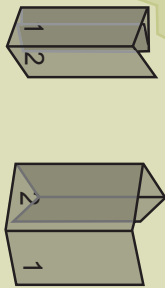


Panels 1 & 3 are outside

For custom sizes use the equation below.  
**Panels 2 & 3** =  $(x \div 4) + .03125$   
**Panel 1 & 4** =  $(x \div 4) - .03125$

	3	2	1
4 x 10	2.4844	5.0312	2.4844
8.5 x 11	2.7344	5.5312	2.7344
8.5 x 14	3.4844	7.0312	3.4844
9 x 12	2.9844	6.0312	2.9844
9 x 16	3.9844	8.0312	3.9844
11 x 17	4.2344	8.5312	4.2344
11 x 25.5	6.3544	12.7812	6.3544

### 4 PANEL ROLL FOLD



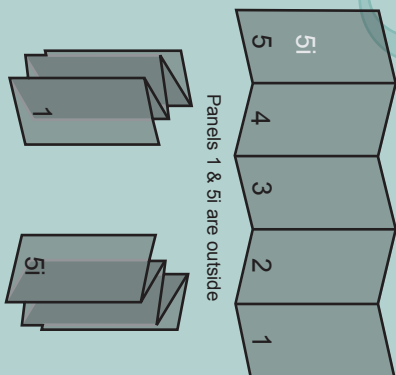
Panels 1 & 2 are outside

For custom sizes use the equation below.  
 Panels 1 & 2 are equal; 3 is smaller than 1 & 2.  
 4 is smaller than 3.

**Panels 1 & 2** =  $(x \div 4) + .0625$   
**Panel 3** =  $(x \div 4)$ ; **Panel 4** =  $(x \div 4) - .125$

	4	3	2	1
4 x 10	2.4375	2.5	2.53125	2.53125
8.5 x 11	2.625	2.75	2.8125	2.8125
8.5 x 14	3.375	3.5	3.5625	3.5625
9 x 12	2.875	3	3.0625	3.0625
9 x 16	3.875	4	4.0625	4.0625
11 x 17	4.125	4.25	4.3125	4.3125
11 x 25.5	6.25	6.375	6.4375	6.4375

### 5 PANEL ACCORDIAN FOLD



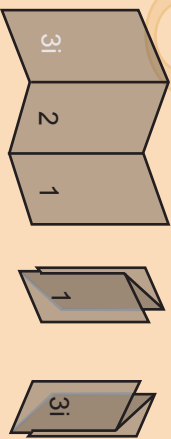
Panels 1 & 5i are outside

All 5 panels are equal; Divide the length by 5.

**Panels 1, 2, 3, 4 & 5** =  $x \div 5$

	5	4	3	2	1
9 x 16	3.075	3.1375	3.2	3.29375	3.29375
11 x 17	3.275	3.3375	3.4	3.49375	3.49375
11 x 18	3.475	3.5375	3.6	3.69375	3.69375
11 x 24	4.675	4.7375	4.8	4.89375	4.8375
11 x 25.5	4.975	5.0375	5.100	5.19375	5.19375

### 3 PANEL Z-FOLD



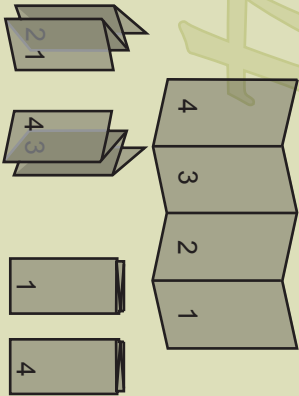
Panels 1 & 3i are outside

For custom sizes use the equation below.  
 All 3 Panels are equal; Divide the length by 3.

**Panels 1, 2 & 3** =  $x \div 3$

	3	2	1
8.5 x 11	3.66	3.66	3.66
8.5 x 14	4.66	4.66	4.66
9 x 12	4.00	4.00	4.00
11 x 17	5.66	5.66	5.66
11 x 25.5	8.5	8.5	8.5

### 4 PANEL ACCORDIAN FOLD

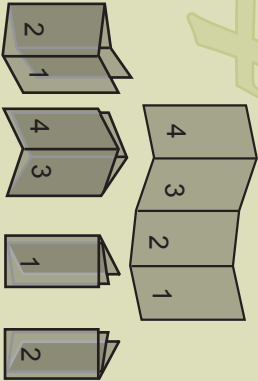


Panels 1 & 4 are outside

For custom sizes use the equation below.  
 All 4 Panel are equal; Divide the length by 4.

**Panels 1, 2, 3, 4** =  $x \div 4$

### 4 PANEL DOUBLE PARALLEL FOLD

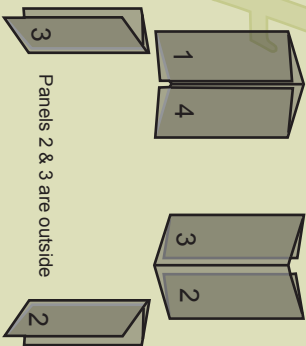


Panels 1 & 2 are outside

For custom sizes use the equation below.  
 All 4 Panels are equal; Divide the length by 4.

**Panels 1, 2, 3, 4** =  $x \div 4$

### 4 PANEL GATE FOLD



Panels 2 & 3 are outside

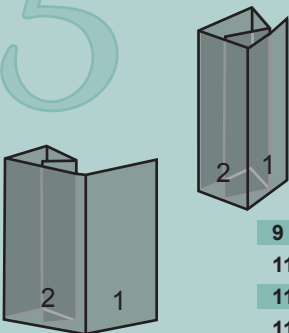
Panels 2 & 3 are the same; 1 & 4 are the same.  
 The sum of 1 & 4 must be smaller than the sum of 2 & 3.

For custom sizes use the equation below.

**Panels 2 & 3** =  $(x \div 4) + .0625$   
**Panels 1 & 4** =  $(x \div 4) - .0625$

	4	3	2	1
4 x 10	2.4375	2.5625	2.5625	2.4375
8.5 x 11	2.6875	2.8125	2.8125	2.6875
8.5 x 14	3.4375	3.5625	3.5625	3.4375
9 x 12	2.9375	3.0625	3.0625	2.9375
9 x 16	3.9325	4.0625	4.0625	3.9375
11 x 17	4.1875	4.3125	4.3125	4.1875
11 x 25.5	6.3125	6.4375	6.4375	6.3125

### 5 PANEL ROLL FOLD



Panels 1 & 2 are outside

Panels 1 & 2 are outside

Panels 1 & 2 are outside