

CCGPA APPROVED LABEL CHECKLIST

Initials		Notes
Delete all extra pages, only one page should be present		
Delete all FPO layers		
Delete all empty layers		
Delete all unused colors, make sure foil area swatch is labeled		
Confirm any specialty spot colors are set-up correctly and that all inks correspond to the paper type used in printing (Example: uncoated or coated)		
Confirm correct color usage with Separations Preview		
Check all images have been purchased; work with AD if necessary		
Check the final artwork extends to at least half of the bleed (full bleed is preferred). If bleed is not present to these specs, final art must be built out to that point, or approval must be gained by the client to send without it.		
Move final art to the main Images folder		
Preflight (<i>shift+option+command+F</i>). Check with Production Dept if needed		
Check that all images are CMYK		
Check that all pixel-based images are 300 dpi. When placed in InDesign, they should be no bigger than 125%, and proportionately scaled.		
Review all raster art in Photoshop at minimum of 200%		
Pull out all image boxes to ensure images are not cut off (watch logos and shadows)		
Check alignment of foil area (logo box) and logo. This has to be an exact match every time.		
Confirm all microprinting and UV Inks are correct per project specs.		
Check alignment of right image to foil area (If L/R images are different)		
'Overprint fill' should be on only for Tinted UV Ink and Clear UV Ink (Attributes menu)		
Export single image with no Tinted UV Ink or Clear UV Ink		
Create sample label and add copy of sample label image file to "Sample Label Images" folder on Assets		
Create HR pdf with marks/file information/Tinted UV Ink/Clear UV Ink.		
Log Shutterstock images for billing.		
Package file to desktop and move HR PDF into this packaged folder. These are the files to be sent to printer.		
Confirm all complete final files (not printer files) are on server and notify project manager that the single image and the sample label is ready to send to the client.		
After single and sample files are sent to the client, if no response is received regarding changes, follow step-by-step instructions on finalizing printer files and send to Twill.		
Change status to "Complete. To Be Archived" and move to bottom of task list.		