MOREL INK

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.

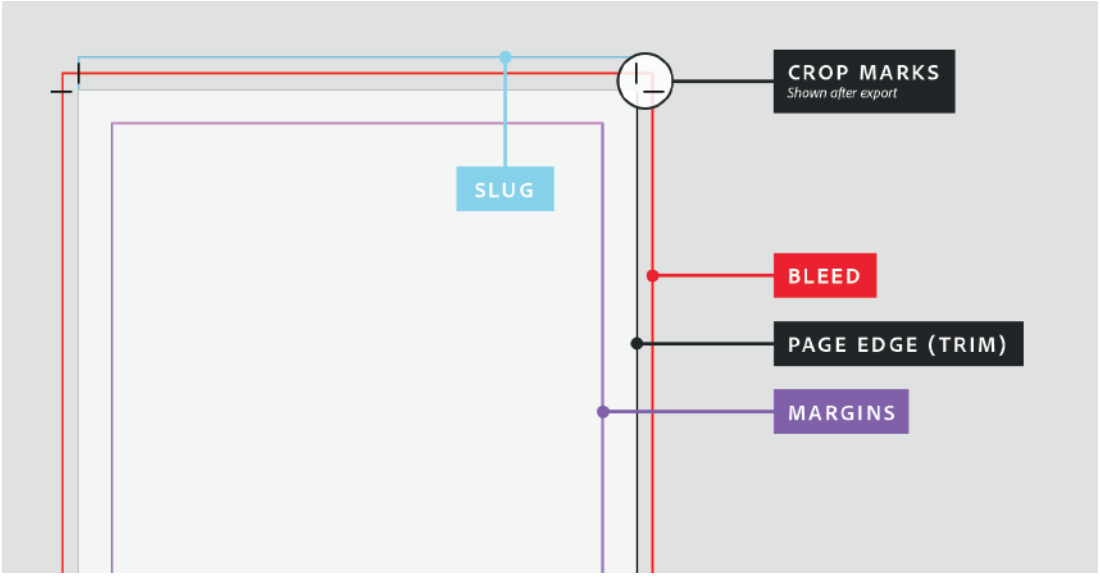
- **Programs:** Our workflow is driven by the Heidelberg Prinect System using InDesign therefore packaged InDesign files that include a PDF are preferred. For all other programs please supply the native files, packaged if the program supports it, and a Print Ready PDF. **If you are supplying a Microsoft 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 and artwork is going to the bleed margin if applicable (see page 4 of this PDF).
- **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.
- **Safe Image Area:** Critical elements such as text or anything not meant to bleed off the page should not be any closer to the trim edge than .125" (1/8").
- **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. **See pages 2-5 of this PDF for information on setting up bleeds in InDesign.**
- **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 300 ppi/dpi 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. **Be sure you are using the correct Pantone Sytems color books for Graphics and not Textiles.** *Please note that Pantone Metallic inks will not convey the "Metallic" effect when printed on a digital press.*
- **Four Color Process:** For process color (CMYK) printing please convert all Pantone spot colors to CMYK using Pantone Color Bridge values. Be sure the process values you intend are present after converting. Pantone has occasonally changed their CMYK values so they may not match what you have used in the past. If they don't then adjust the CMYK values as needed. **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 6 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 (see page 6 of this PDF). 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 do not have a "Package" feature and to avoid font substitutions either supply a font package, convert all fonts to outlines, or rasterize any type layers. *Creative Cloud Adobe fonts will not be collected because they require an Adobe CC license to use them which we have. Any non Adobe CC fonts will need to be collected and supplied.*
- **Uploading to our FTP Server:** Once your files are ready please put them into one folder and name it with your company name followed by the job description then compress/zip the folder and upload it to us at MorelInk.com. If it's your first time using our FTP server ask your Account Manager for the credentials you will need for uploading.

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

Setting Up Bleeds

Print your artwork right to the edge of the paper using the proper setup option in Adobe InDesign.

To print to the paper's edge without any margins around your design, first extend your design into a bleed area so it's slightly larger than your finished print size. You'll then add print crop marks, which show where to trim the paper to the document's finished print size. Your design should extend past these crop marks. The excess will be trimmed off after it's printed, and your design will cover the entire page.



Setting Up Bleeds Continued

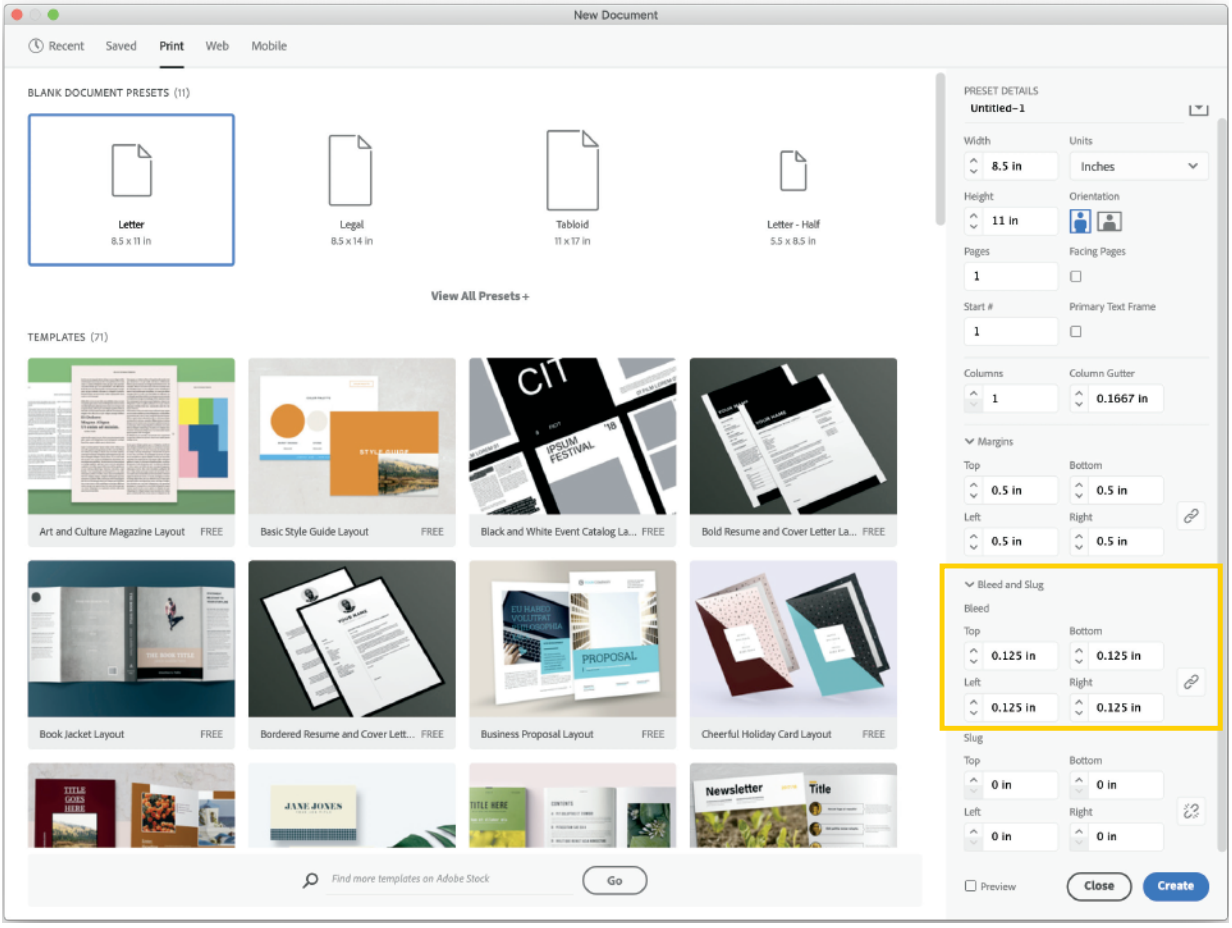
Set up bleed when you create your document

If you know your design will extend to the paper's edge, you can set up the bleed area right when you create your document.

Upon launching InDesign, click Create new. (See Create a new document to learn more about customizing your new document.)

Select the Print tab at the top. In Preset Details, choose your preferred measurement units.

Scroll, and then click Bleed and Slug to expand the panel. Type a bleed value in any units. For example, you can type **0.125 in** or **3 mm** even if your document uses picas or something else. Set the same bleed on all sides.

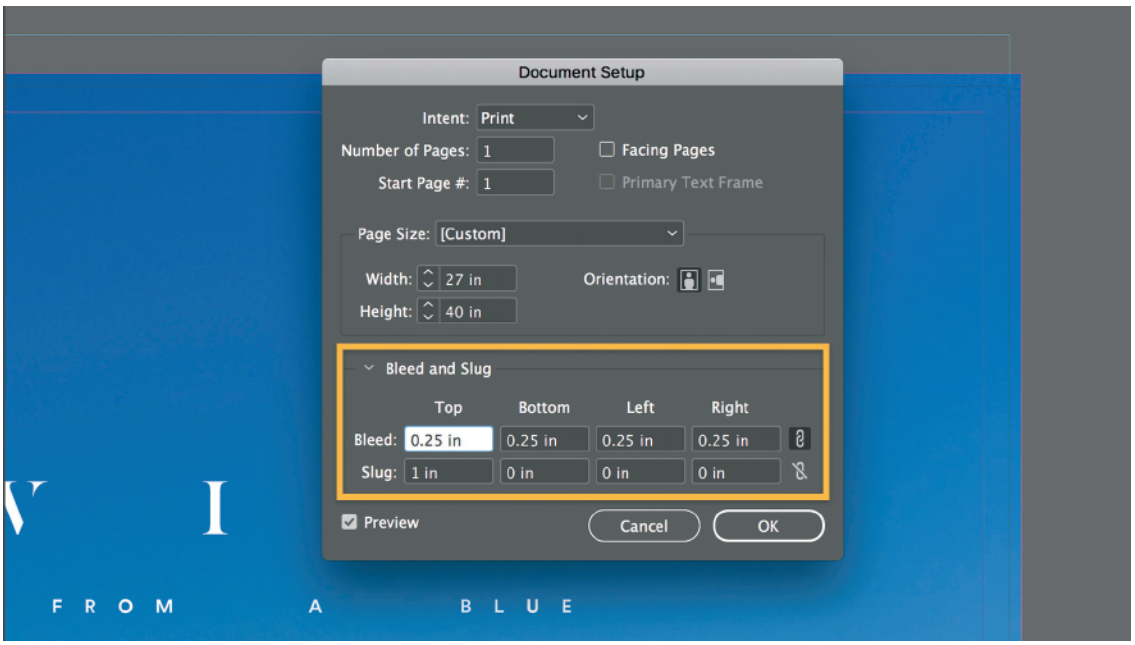


Setting Up Bleeds Continued

Set up bleed at any time

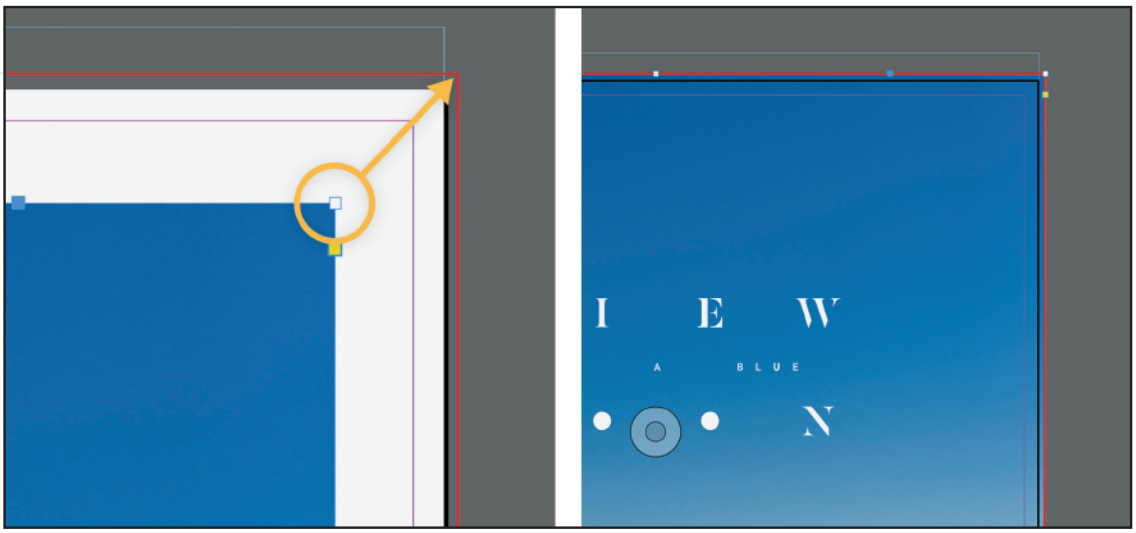
You can always add a bleed area to your document later, or edit bleed settings you entered previously.

Choose File > Document Setup. Click Bleed and Slug to expand it, and then enter your values.



Align your artwork to the bleed guides

Place your artwork on the page and position it so its edges align with the bleed guides. Objects snap easily to the guides, so you can be assured your artwork will print correctly.

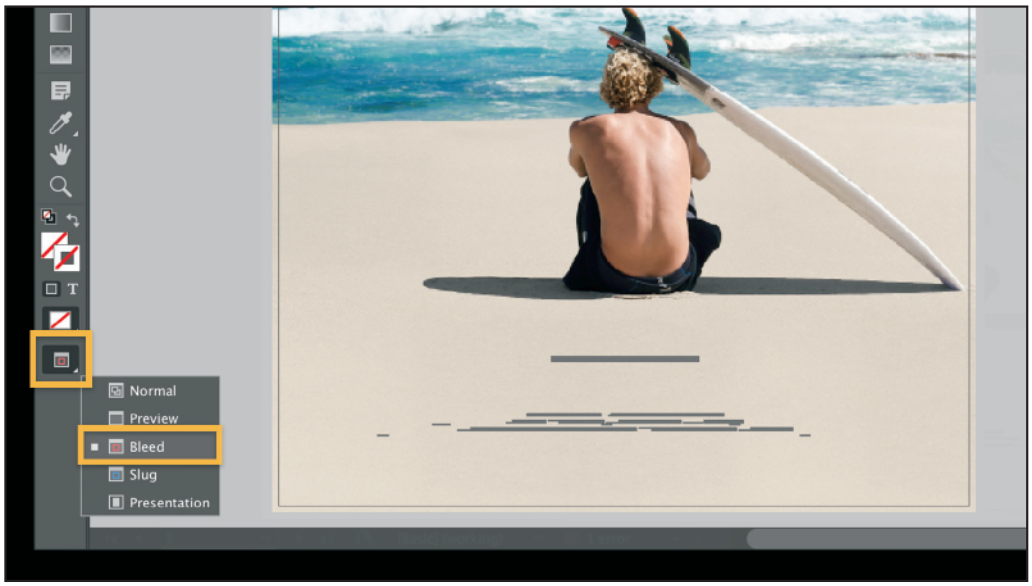


Setting Up Bleeds Continued

Preview the printed document

Now that you have some artwork aligned to the bleed guides, you can see how it will appear when printed and trimmed to its final size.

Long-press on Mode at the bottom of the Tools menu and choose Bleed from the drop-down menu. This special preview mode displays all the printing objects within and including the bleed area. Choose Preview to see how your document will look trimmed.



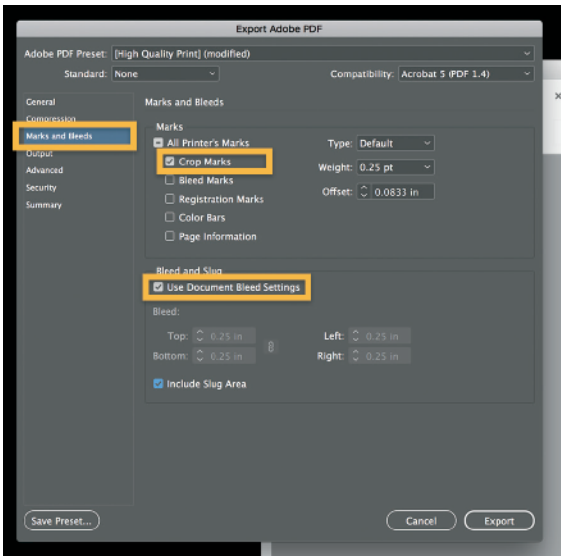
Create a PDF that includes bleeds

When it's time to hand off your document for printing, save it as a PDF file to capture bleed and slug details.

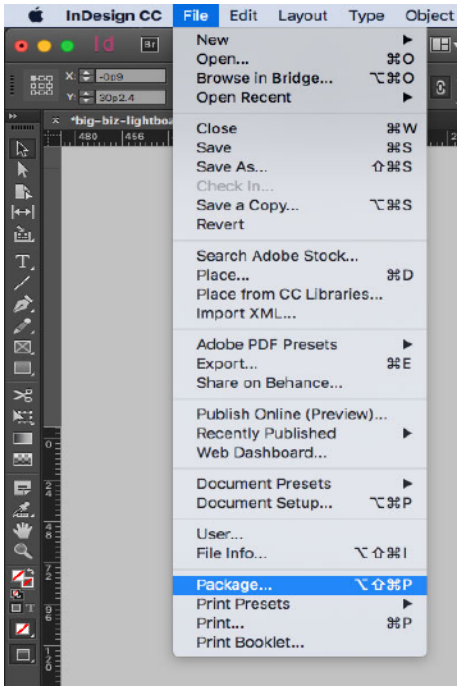
Choose File > Export and select the Adobe PDF (Print) format.
Select the Adobe PDF preset [Press Quailty]

In Marks and Bleeds, select Crop Marks and Use Document Bleed Settings or manually set to .125"

Click Export.

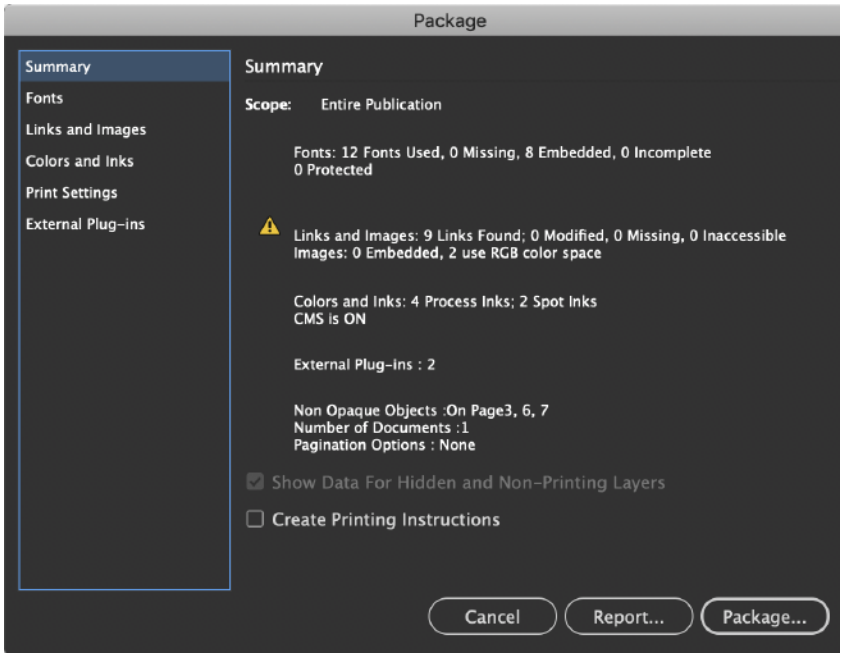


Package Your Job



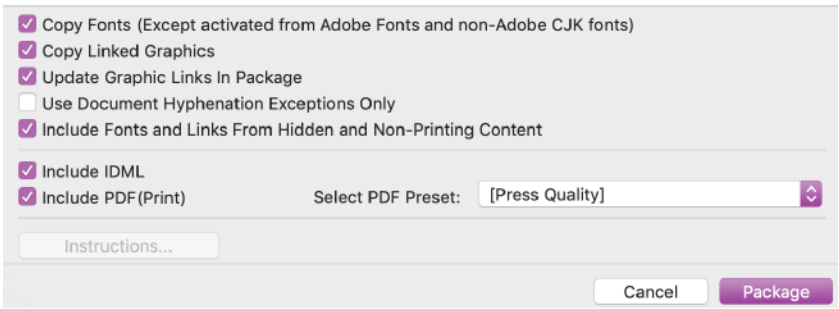
Step 1: With the document open be sure to "Save" it or the Package feature will ask you to when you start the Packaging process.

Step 2: Simply click on File and then select Package.



Step 3: A dialog box will pop up with any warnings, such as font conflicts, images in RGB rather than CMYK or missing linked images. Resolve any problems and then click Package.

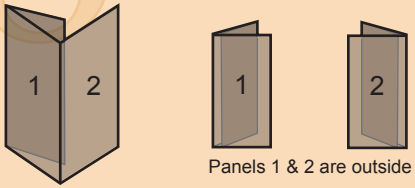
Step 4: A dialog box will open asking you for any contact information or printing instructions that you'd like to include with your files. Fill out anything you'd like to include and then click on Continue.



Step 5: Name your folder and make sure all the boxes at the bottom are checked as shown and Press Quality is selected as your Adobe PDF Preset. Click the Package button.

Step 6: Once it's completed, compress/zip the folder and send it to us.

3 PANEL TRIFOLD

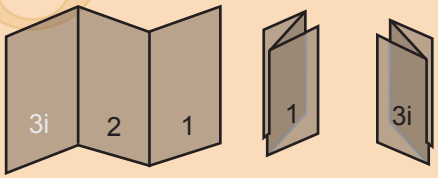


Panels 1 & 2 are outside

For custom sizes use the equation below.
Panels 1 & 2 = (x + .0625) ÷ 3
Panel 3 = 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 Z-FOLD

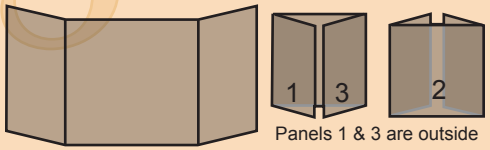


Panels 1 & 3i are outside

For custom sizes use the equation below.
All 3 Panels are equal; Divide the length by 3,
Panels 1, 2 & 3 = x ÷ 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

3 PANEL GATE FOLD

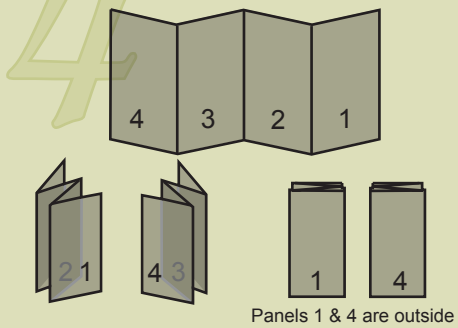


Panels 1 & 3 are outside

For custom sizes use the equation below.
Panels 2 & 3 = (x ÷ 4) + .03125
Panel 1 & 4 = (x ÷ 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

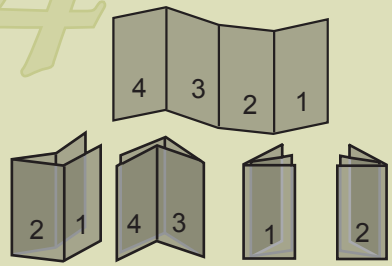
4 PANEL ACCORDIAN FOLD



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 ÷ 4

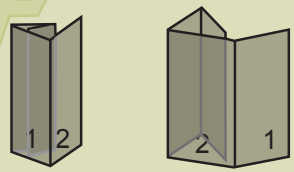
4 PANEL DOUBLE PARALLEL FOLD



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 ÷ 4

4 PANEL ROLL FOLD

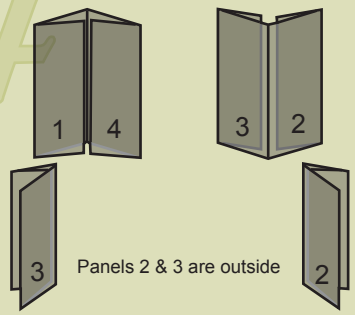


Panels 1 & 2 are outside

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 ÷ 4) + .0625
Panel 3 = (x ÷ 4); **Panel 4** = (x ÷ 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

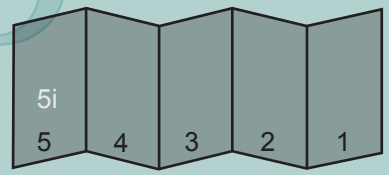
4 PANEL DOUBLE GATE FOLD



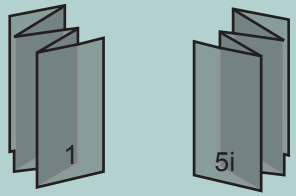
Panels 2 & 3 are the same; 1 & 4 are the same.
The sum of 1 &4 must be smaller than the sum of 2 & 3.
For custom sizes use the equation below.
Panels 2 & 3 = (x ÷ 4) + .0625
Panels 1 & 4 = (x ÷ 4) - .0625

	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 ACCORDIAN FOLD



Panels 1 & 5i are outside

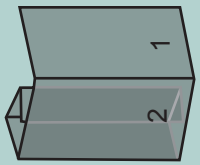


All 5 panels are equal; Divide the length by 5.
Panels 1, 2, 3, 4 & 5 = x ÷ 5

5 PANEL ROLL FOLD

For custom sizes use the equation below.
Panels 1 & 2 = (x ÷ 5) + .09375
Panels 3 = (x ÷ 5)
Panels 4 = (x ÷ 5) - .0625
Panels 5 = (x ÷ 5) - .125

	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



Panels 1 & 2 are outside

For all equations x = length of paper