

Useful Guides and Templates

Checking Cover Proofs



Griffin Press

The colour in our proofs will vary to the proofs that you supplied to us with the file. Our proofing device is calibrated accurately to the ability of the printing press. Our colour proof is a close representation to what is achievable from your file on our printing press.

The following list includes areas that should be checked for accuracy on these proofs:

Colour

All colours should be checked to ensure our proof is representative of the result you are seeking. There may be slight colour shifts between the proof and the final printed result due to variables associated with the proofing and printing process.

Positioning

During output from a native file, there is a risk of the positioning of components in the file moving slightly. Positioning of pictures, type and other content should be checked closely.

Content

Griffin Press does not check text content in files supplied. This should be checked closely prior to releasing the file to Griffin Press. It should also be checked on the proof supplied to you for approval.

Marks and Blemishes

It is common in proofing that blemish and marks appear as part of the process. These should not be taken for granted and should be marked up for checking prior to printing.

Fonts

Fonts should always be supplied with the file, as at times Griffin Press has experienced different types of fonts with the same name being supplied. Fonts should always be checked, both on the proofs and in the file. Incorrect font usage can cause reflow, repositioning and a different appearance.

Bleeds

Ensure all images that are required to bleed have 5mm of image outside the trim.



Critical Text or Image

Any critical image or text should be inside the trim by at least 4mm. This compensates for any small movement during the binding process to ensure that nothing critical is trimmed off.

Image is Centred on Spine

Logos and type should be checked to ensure it is centred on the spine if this is what is desired.

Trim and Spine Size

Check the proofs trim dimensions meets your requirements. This includes front and back cover height and width, and spine width. An easy way to check this is to rule the trim marks up. This will not only make it easy for you to measure the size, but also identify bleeding and critical image as mentioned in the two points above

5th colour or PMS colours

On output, these are supplemented and proofed as 4 colour processes. When output to the final plate they are returned to 5 or PMS colours. These should be checked, identified, and the PMS colour written on the return proof. Griffin Press will match a PMS colour to the PMS swatch book.

The ISBN

Griffin Press checks that the ISBN number is correct to what they believe it to be. A final check by you will ensure that the number is correct.

Corrections or Updates

Any updates or alteration we have been asked to make should be checked for accuracy.

Foiling Images

Foiling should always overprint the image on the cover (never reverse out). We supply foiling areas to you as film. This should be overlaid on the proof to check position (align corner marks) and that it is overprinting image.

Emboss and Spot UV

These are supplied as film and should be checked in the same procedure as foiling.



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Resolution of Images

This proof is highly accurate and is representative of the final printed result. Quality of all images and sharpness of type should be checked to ensure it meets the quality required. Griffin Press checks that all contone (continuous tone) images are at least 150 dpi. All bit map images (line images) are checked to ensure they are 300dpi. Images not meeting these criteria are flagged in our system and referred to the account manager.

Check Logos

Where you have different imprint of publisher logos check the correct one is being used.

Paper Standards

Bulking - +/- 5% of published bulk.

Shade - x% of published shade.

Note - it is not unusual to experience paper shade variation throughout a book due to the manufacturing process.

Final delivered quantities are subject to the trade tolerance of +/- 5%. This applies to the whole order quantity and not individual bindings.



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