

# Useful Guides and Templates

## Checking Text Proofs



Griffin Press

Griffin Press provide text laser proofs for you to check that are printed at 300 dpi resolution, this is in contrast to the output of the image to plate for the printing process, which is at 2400 dpi resolution.

For you this means that the image on these proofs is not as sharp as the final print will be, and that any halftone or stipple content will not be reproduced on these proofs to final printed quality.

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

### **Density**

These proofs are generally produced for black and white (mono) text only. The density (amount of black) will be controlled on the press. Stipple weights and halftone quality should be checked to ensure they are representative of the final requirement. There should be no large solid areas as they will not reproduce very well on the press.

### **Positioning**

During output from the file, there is a small risk of the positioning of components moving slightly. Positioning of pictures, type and other content should be checked closely. Over the years Griffin Press has noted that the prelim pages are often generated at a different time to the body text and are often positioned incorrectly into the final document.

### **Content**

Griffin Press does not check text content in files supplied. This should be checked closely prior to releasing the file to Griffin Press and before signing off on the proofs. Any content, marks, lines or blemishes that are in the proofs that should not be there should be identified for checking and removal before approval to print.

### **Fonts**

Fonts should always be supplied with the file, as at times Griffin Press has experienced different cuts 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. Our proofs are oversized and all trim guides are printed. Images that are required to bleed should pass through these trim guides.



## **Critical text or Image**

Any critical image or text should be inside the trim by at least 5mm. This compensates for any small movement during the printing and binding process to ensure nothing critical is trimmed off.

## **Margins**

Griffin Press use the margins you have specified, or refer to the margins in the file. The job is planned throughout the entire plant to ensure these margins are met. Check the margins on the proofs are accurate to what is required. If they are not accurate on the proof they will not be correct in the final book.

## **Backup**

The proofs are backed up with the following page during printing. This allows the proofs to be held up to the light to ensure the pages lay over each other correctly. There is small movement in the alignment during our proofing process. If there is concern over page positioning, the margins and text bodies can be measured manually with a ruler to ensure they are the same page to page.

## **The ISBN**

Griffin Press can only check that the ISBN number is as you have supplied it, Griffin Press does not check the validity of the ISBN, please ensure that you make a final check that the number is correct.

## **Corrections or Updates**

Any updates or alterations that Griffin Press has been asked to make should be checked for accuracy.

## **Marks and Blemishes**

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

## **Stock**

The paper we proof on is quality digital paper. This is usually brighter and smoother than the book papers we use. This brightness and smoothness will improve the highlights in halftones. This should be considered, especially if you are printing on a cream paper.



## **Resolution of Images**

The proofs are a low resolution representation of what the final printed result will be. Quality of all images and sharpness of type should be checked to ensure it meets the quality required, accounting for the resolution improvement that will be experienced on final output for printing.

Griffin Press checks that images meet a minimum of 300 dpi during output. If there is any concern over the quality of pictures or stipples these should be discussed with your account manager for further clarification. High quality proofs can be produced but at an additional cost if required for checking.

## **Pagination**

Griffin Press use electronic software to ensure that the pages will appear in the book in the same order that they are supplied on the disk. Pagination should be checked, to ensure that it is all in the correct order. At Griffin Press we have experienced occasions where the file has pages in the incorrect position or incorrectly numbered.

## **Logos**

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

## **Corrections**

Yes corrections can be made at this stage, but they should be critical corrections only. This is an expensive stage of the process to be making changes and it may affect your delivery dates. Corrections at proof stage will be charged at \$35 per page up to a maximum of 10 pages (each page should be saved as single page PDF). If you have more than 10 pages of corrections please resupply the entire file again, this will attract a charge of \$350 or more dependent upon the extent of the book.

## **Approval to Proceed**

With your proofs Griffin Press will supply a proof approval slip. You are required to complete this form and return it with your proofs. Please ensure any comments are recorded on this form. If you have corrections please complete the section regarding the number of corrections and the cost. Proof corrections and the manufacture of the job cannot proceed without payment of the corrections in full.

