slate print

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Use this quick checklist to help you prepare your InDesign file for upload into Slate Print. For more detailed instructions, refer to our **File Preparation and Upload Guide**.

○ **Choose the correct size Slate Print mailing template** for your print project. These templates will show you your copy and design areas and the required mailing areas (indicia, address), margins, and bleed areas.

○ **Be sure the design extends .125" inch beyond the trim line** to make sure that your project is printed correctly. Add a minimum .125" margin to your printed piece..

○ **Place your design within the "safe area"** designated on the Slate Print template.

○ **Be sure to use a CMYK color palate** as the printing process is based on CMYK. If you use RGB or spot colors, they will be converted to the closest CMYK match for printing.

○ **Provide the font license in your package** if you use a licensed font.

○ **Add the field names from Slate with double braces {{name of field}}** if you are planning on having variable fields.

○ **Be sure to provide enough blank space for text wrapping** when using variable fields..

○ **Ensure your mailing indicia and address blocks are in the correct location.** For assistance on the correct placement, use the correct size Slate Print mailing template.

○ **When using a Slate Print template, be sure to turn off the template layer** before packaging, so no guidelines show on your proof.

○ **When you package your file, be sure that the fonts, images, and colors are properly saved and added.** Using the preflight panel (Window > Ouput > Preflight) can be useful in checking to see if any resources are missing and need relinking.

○ **Be sure to compress your file** into a zip file to protect your data and reduce the size of the files.

○ **Place multiple files in a folder and then compress** the entire folder before sending.

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