

# File Submission Checklist

Use this checklist to prepare and self-audit your files before submitting to Ink Asia. All items should be confirmed before sending. If you are unsure about any item, contact our prepress team — we're happy to help.

## A Document Setup

*Check these settings before you start building your document.*

- ☐ File format is PDF/X-1a or PDF/X-4 (preferred). InDesign, Illustrator, or Photoshop native files also accepted.
- ☐ Document is set up at the correct final trim size (e.g. 148 × 210 mm for A5).
- ☐ Bleed of 3 mm applied on all sides where artwork extends to the edge of the page.
- ☐ Safety margin of at least 5 mm from the trim edge for all text and important content.
- ☐ Page count is a multiple of 4. Confirm with Ink Asia if you are unsure.
- ☐ Spine width confirmed with Ink Asia based on your page count and paper stock selection.
- ☐ Separate PDF files supplied for: interior pages and cover (flat, unfolded).
- ☐ Cover PDF includes front cover, spine, back cover, and 3 mm bleed on all outer edges.

## B Colour & Images

*Incorrect colour modes and low-resolution images are the most common causes of print quality issues.*

- ☐ All colours are set to CMYK — not RGB or Pantone (unless spot colour printing has been specifically agreed).
- ☐ Colour profile: ISO Coated v2 (for coated / gloss paper) or ISO Uncoated (for woodfree / offset stocks).
- ☐ All images are a minimum of 300 DPI at their final printed size.
- ☐ No images placed at over 100% of their original size (scaling up reduces effective resolution).
- ☐ Black text is set to 100% K only — not rich black (C60 M40 Y40 K100), which can cause misregistration.
- ☐ Rich black (C60 M40 Y40 K100) is used only for large solid black areas such as cover backgrounds.
- ☐ All transparency effects (drop shadows, glows, blends) have been flattened or the file exported as PDF/X-4.

## C Fonts & Text

- ☐ All fonts are embedded in the PDF (use 'Embed All Fonts' when exporting from your design application).
- ☐ No missing or substituted fonts — check the preflight report in your design application before sending.
- ☐ Text size is legible at print size — minimum 7pt for body text, 6pt for captions and fine print.
- ☐ Overprinting is set correctly: black text should overprint; coloured objects should not overprint.

## D Cover-Specific Checks

*These items apply to the cover file only.*

- ☐ Barcode (ISBN) is on the back cover at the correct size (minimum 38 × 25 mm) and set in 100% K only.
- ☐ Cover lamination finish has been specified (gloss, matte, or soft-touch) and reflected in artwork if necessary.
- ☐ Foiling, embossing, or spot UV areas are supplied as a separate spot colour layer, clearly labelled.
- ☐ Spine text is the correct orientation — reads top to bottom when the book is face-up (Australian standard).

## E Final Submission

- ☐ A low-resolution reference PDF is included alongside print-ready files so our team can verify intent.
- ☐ Any special instructions are noted in writing — Pantone matches, critical colour areas, alignment requirements.
- ☐ Files are submitted via the online quote form upload, WeTransfer, Dropbox, or Google Drive link.
- ☐ You have kept a backup copy of all original working files.

*Not sure if your files are ready? Send them to us anyway — our prepress team reviews every file submitted and will contact you if anything needs to be corrected before production begins. This service is included in every print order at no additional charge.*

## Accepted File Formats

| File Type         | Accepted?             | Notes                                                                          |
|-------------------|-----------------------|--------------------------------------------------------------------------------|
| PDF/X-1a          | ✓ <b>Preferred</b>    | Best for offset printing. Flatten all transparencies before exporting.         |
| PDF/X-4           | ✓ <b>Preferred</b>    | Supports live transparencies. Best for digital printing.                       |
| InDesign (.indd)  | ✓ <b>Yes</b>          | Supply as a packaged folder including all linked images and fonts.             |
| Illustrator (.ai) | ✓ <b>Yes</b>          | Outline all fonts before sending.                                              |
| Photoshop (.psd)  | ✓ <b>Yes</b>          | Flatten layers and embed all smart objects before sending.                     |
| Word (.docx)      | ■ <b>With caution</b> | Accepted for simple text layouts. Reformatting may incur an additional charge. |
| JPEG / PNG        | ■ <b>Cover only</b>   | Minimum 300 DPI at final print size. Not recommended for interior pages.       |
| RGB files         | ✗ <b>Not accepted</b> | All files must be converted to CMYK before submission.                         |

## How to Submit Your Files

|                     |                                                                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Via website</b>  | Use the file upload field on the Request a Quote form at <a href="http://www.inkasia.com.au">www.inkasia.com.au</a>                                              |
| <b>WeTransfer</b>   | Send to <a href="mailto:print@inkasia.com.au">print@inkasia.com.au</a> — free transfers up to 2 GB at <a href="http://www.wetransfer.com">www.wetransfer.com</a> |
| <b>Google Drive</b> | Share a folder or file link with <a href="mailto:print@inkasia.com.au">print@inkasia.com.au</a>                                                                  |
| <b>Dropbox</b>      | Share a folder or download link with <a href="mailto:print@inkasia.com.au">print@inkasia.com.au</a>                                                              |
| <b>Email</b>        | For files under 20 MB, email directly to <a href="mailto:print@inkasia.com.au">print@inkasia.com.au</a>                                                          |

Questions? Our prepress team is ready to help.

**0422 506 373**

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