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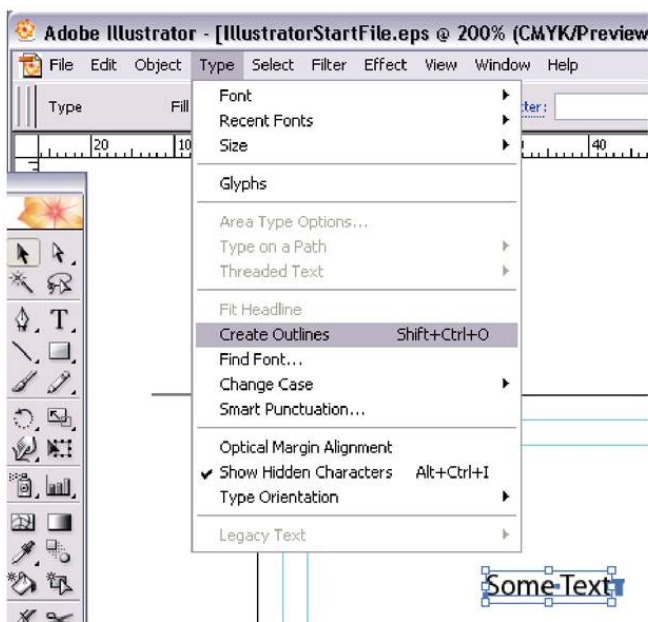# How To Create Illustrator Files For Printing?

01. Converting fonts to outlines (Curves)

Have three ways of doing this:
a. With the shortcut shift +ctrl++ O
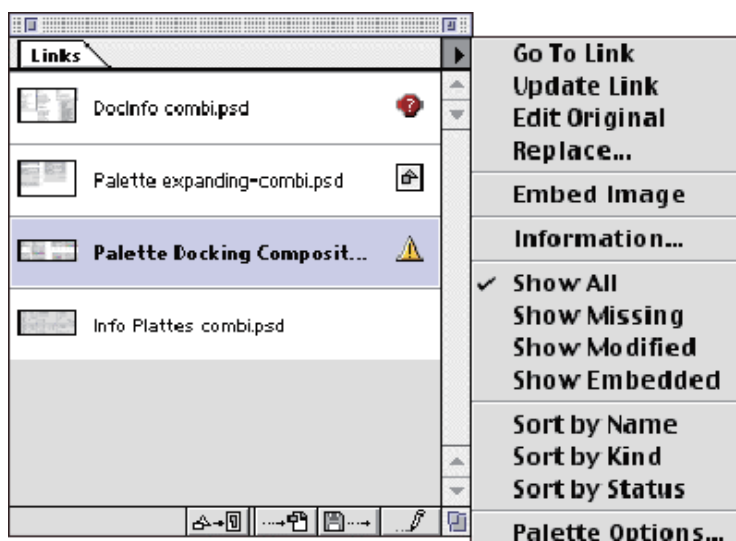b. Right Click→Create Outlines
c. Menu Type →Type → Create Outlines

02. Embedding pictures

As linked image or embedded image. The linked image has to be included along with the illustrator file. The other option is to embed it.
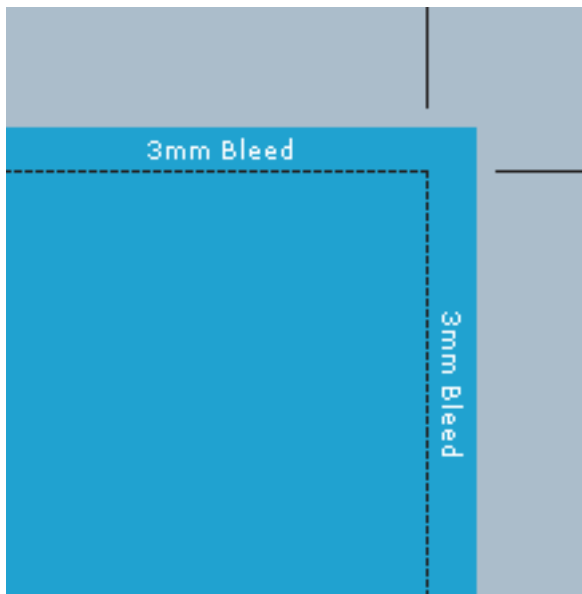Have two ways of doing this:
a. Bring up links window: Click on Window menu -> Links
b. Embed image: click arrow in upper right corner of links pallet -> embed image

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How To Create Illustrator Files For Printing?

03. Bleeds should extend 3mm beyond the page area.

When you have any background colours or images that must print right to the edge of the card, you make sure that those background colours or images go to the bleed line

3mm Bleed

3mm Bleed

04. Colour images must be in CMYK format (No RGB!).

Colour images must be saved as CMYK.Coloured elements such as type and backgrounds should have an assigned CMYK Colour.

05. Images must be at least 300 dpi

The image must be at least 300 dots per inch (dpi) at the final output size.

06. Lines must be at least 0.2mm (0.57pt) for it to be printed.

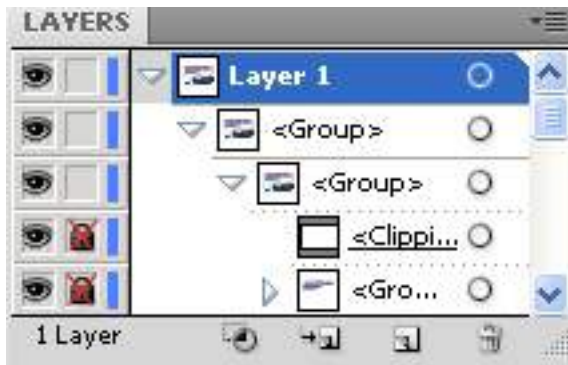Do not use the 'fill' function to draw lines, always use the 'stroke' function.

 YES!   DO NOT USE !

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07. Don't lock layers

Do not lock the layers in the artwork as to prevent elements missing during artwork transfers.

08. Overprint should be turned off.

When you print opaque, overlapping colours, the top colour knocks out the area underneath.Overlapping removes this knockout and the following can occur:
the topmost overlapping printing ink will appear transparent in relation to the underlaying ink; or with a dark underlying colour, the topmost overlapping colour can be totally absorbed by the darker colour and fail to print out.
For these reasons, overprint should be turned off.

Colours knocked out
(by default)

with overprinting