

PREFLIGHT CHECKLIST



1 Have you checked your files?

- All files sent should be copies of your work. You should retain originals for safekeeping.
- All files have been proofed for typographical, grammatical and numerical errors.
- All files have unique file names.
- The document page dimensions are set to the trimmed page size.



2 Are your proofs attached?

- Proofs should be full sized (100%) and accurately reflect your final product.
- Print tiled proofs with the registration marks showing if your file contains bleeds or is not a standard page size. All bleeds should overlap the page size by at least 1/8".
- Black and white composite proofs should be printed so colors appear gray, not black.



3 Is your document lean & mean?

- Use industry standard graphics and page layout programs for high-resolution output.
- Remove all unused text or graphics from outside the imaging area or pasteboard.
- Remove all unused pages from document.
- Remove all unused colors from color palette.
- Files should be set up to print with process (CMYK) colors or spot colors. Exception: if this is a five or six color job, the Pantone or special effects such as foil stamping or varnishes should be defined as spot colors.



4 Have you reviewed your fonts?

- Use name brand fonts and avoid free fonts.
- Double check your EPS files for fonts. Send along these fonts too or change them into paths in the native illustration program.



5 What do your graphics look like?

- All color graphic files should be converted from RGB to CMYK or let us know in advance and we will convert the files.
- Submit only TIFF or EPS file formats. PICT, BMP, WMF, GIF, JPEG or any RGB graphics may output to imagemasters unpredictably.
- Avoid JPEG file compression if possible. (Use "lossless" compression, like TIFF LZW, if at all possible.)



6 Have you applied special effects?

- Avoid using style tool options to create bolds. Choose Garamond Bold from the font menu rather than Garamond from the font menu and "bold" from the style menu.
- Special effects like drop shadows and outlines in page layout programs can cause output problems. Create these effects in an illustration program and import them as graphics.
- Avoid using line/rule weights under .5 point since they are barely visible when output at high resolutions.
- All graphics manipulation such as cropping, sizing, rotating, etc., should be done in an illustration or image-editing program, not in the page layout program.



7 Is your material properly labeled?

- The disk(s) should have a title and include your company's name and phone number.
- All additional files, photos and graphics should be easily identified as belonging to your job.



8 Are you sending everything needed?

- A list of disk contents and hard copy proof.
- ALL printer and screen fonts.
- ALL graphics files (FPO) and high resolution if appropriate.
- All native files, and/or PDF files.

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