

## Preflight Checklist:

Please take a moment to check over the following items before sending your files to us:

### ✓ Document, Font and Graphic Checks

- Files have been built to correct trim size and elements bleed 1/8".\*
- No lines or rules are thinner than .25 points.
- All copy has been proof read for spelling and grammar. (Keep in mind, most spell checkers ignore single-letter words.)
- Fonts used are actual typefaces and not style options (i.e., bold, italic, shadow).
- All RGBs, LAB or INDEX color files have been converted to CMYK or greyscale modes before placing in final document.
- Graphic files placed are TIFF or EPS format, and no PICT files used.
- JPEG compression has not been used.
- Halftone and/or transfer functions have not been saved with EPS files from Photoshop.
- Clipping path has been used and not a background of "none" to prevent the "jaggies".
- All process color definitions match in placed graphics and the final document.
- Spot colors have the EXACT same name in placed graphics and the final document.
- All placed graphics are up-to-date.
- The graphic files are linked to & not part of Adobe Pagemaker files, and are included on the disk.
- Files have been trapped or instruction for us to trap has been specified. **(We check and trap all files for color print jobs. We do not check and trap files for film output unless you specify us to do so.)**

### ✓ Supplied Media, Hardcopy and Instruction Checks

- Files & Supplied Media checked for viruses.
- Copy of the screen and printer fonts have been included. Remember to include fonts used in placed graphics.
- Copy of all placed graphics included.
- Copy of your final page layout document has been included. (No joking. After a hard day of work, forgetting this one can happen.)
- Only copies of files have been sent and original file(s) are backed up.
- All disks have been labeled to associate them with your job. Printouts of the File Directory have been included.
- Hardcopy & Instructions (Output Request Form) included with files or faxed to us.

Hardcopy & Instructions have the following information noted:

- provided proof reduced or actual size?
- trim and fold marks?
- all rules and/or graphics for position only (FPO) have been noted?
- alterations have been completed or need to be completed?
- elements have been labeled with color breaks (Pantone names) or separated lasers have been provided?
- type of output needed?



\*Files being supplied for large format printing are an exception. These can be designed reduced, but final poster size needs to be indicated. A reduction up to 75% is recommended for best results.