

Preflight checklist for artwork provided as electronic documents



Before giving us your files for output, make sure that you have included:

- 1) All files needed to generate your printed piece.
- 2) All required Quark Xtensions.
- 3) All EPS, TIFF, or other files used to place graphic elements into your document.
- 4) All printer and screen fonts required in printing your document.
- 5) Final laser prints of all pages. Verify that the type, line breaks, placement, and printing of graphic elements on the laser prints faithfully represents how you want your final printed piece to appear.
- 6) Written instructions for the output of your files including:
 - Names of all files that are to be output for your job along with the applications and versions that were used to create each file.
 - Page size and number of pages.
 - Type of color separation to be used (i.e. spot or four color process) and names of spot colors as they appear in your document.
 - List any intervention that will be required in outputting your document. Examples might include trapping, type corrections, image conversion, and scanning and placing of pictures. Please note that any intervention will incur extra charges.
 - The type and number of proofs you will require.
 - List all fonts, whether they are Postscript or Truetype, and their vendors.
 - Any special instructions that will be necessary to ensure the smooth flow of your job through the production process.
 - How to contact the designer (include an after-hours number).

Other things to check to help insure that your job comes out correctly:

- The document page dimensions correctly match the size you want your job to be.
- No lines or rules are thinner than .2 points
- All images are correctly positioned in their picture boxes
- The status of all pictures is "OK" (Quark – check picture usage, PM check links).
- That you have not "cut and pasted" any graphics or clip art into your document.
- You have NOT used both Postscript and Truetype fonts in the same document.
- All unused style sheets and colors have been eliminated.
- No unused elements have been left on the pasteboard.
- All process color builds are specified as Process Separation.
- Custom colors used in duotones use screen angles that will not moiré.
- Grayscale and color TIFFs are placed into picture boxes that have a background color specified.
- No files have JPEG compression applied.
- There are no PICT files used.
- That no graphic files are in RGB format.
- All documents have been laser proofed for typographical errors, trapping, overprinting, and correct separation of all elements

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