

Your preflight checklist

Use the checklist on the following pages as a guide to make sure your job prints correctly. Blank lines have been added for you to add your own requirements. Feel free to photocopy this checklist and use it for each job. Or download an interactive PDF of the list at: <http://www.peachpit.com/designintoprint>.

Items marked **OPT** are optional items that you should consider checking. These are items that will not necessarily cause the job to print incorrectly, but they may confuse the person at the service bureau who opens the file. Rather than get a phone call asking questions, it's better to make sure you don't have any of these items in your file or on your disk.

Materials to be sent

- _____ Native files, images, and fonts on disk
- _____ Placed images are in the same folder as the files that use those images
- _____ Remove all unnecessary files (such as old files, images, fonts, and so on) from the disk **OPT**
- _____ Report from the Collect for Output or Packaging commands
- _____ Output specifications form
- _____ Hard copy prints of final file
- _____ Marked-up proofs for color jobs
- _____ Phone number of contact person on label of the disk

Page layout file

- _____ Page size is correct
- _____ No blank pages in the document except those that have been intentionally left blank OPT
- _____ Page numbers are correct
- _____ Unused colors are deleted OPT
- _____ Unused styles are deleted OPT
- _____ Remove elements on the pasteboard OPT
- _____ No overflow text blocks OPT
- _____ Page setup is correct
- _____ No elements have been told not to print OPT
- _____ Bleed is applied if necessary

Colors

- _____ Number of colors has been verified with paper separations or separations preview
- _____ No colors are defined using more than 300 percent total ink (check with the print provider or publication for the amount they prefer)
- _____ Spot color names are correct
- _____ Knockout elements are correct
- _____ No actual artwork in the job uses the color “registration”
- _____ All spot colors have been converted to process for a four-color process job

Placed or inserted images

- _____ No pictures are listed as missing
- _____ All RGB images have been converted to CMYK
Or
Print provider will convert RGB images to CMYK (check with them!)
- _____ Grayscale and color images are at their correct resolution (2 x linescreen = _____)
300 ppi is the most common resolution
- _____ Images have not been enlarged so the effective resolution is too low
- _____ Line art has been scanned as 1-bit, not grayscale
- _____ Line art is at proper resolution (up to 1200 ppi)
- _____ Vector illustrations have not been reduced until their elements are too small
- _____ No pictures are on unused master pages OPT

Text and outlines

- _____ Small typefaces do not have color tints (check with the print shop for the correct specifications for colored type)
- _____ Small line weights do not have color tints (check with the print shop for the correct specifications for colored lines)
- _____ No fonts are listed as missing
- _____ If fonts are not embedded in the PDF, a note has been added stating what font is necessary for printing
