

PREPARING FILES FOR PRINTING

When it's time to hand off your document to us, a systematic check of your files helps ensure that your document will print from another computer. This process, known as a preflight check, is intended to catch missing files, missing fonts, material not intended for printing, and any components that may prevent the document from imaging properly. After you have checked your files, organize them so that we can easily find all the files required to print the publication.

PREFLIGHT CHECKLIST

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | For multiple-page publications, delete all unnecessary pages. |
| <input type="checkbox"/> | <input type="checkbox"/> | Make sure that the page dimensions are correct. |
| <input type="checkbox"/> | <input type="checkbox"/> | Make sure that all images are correctly positioned and cropped. |
| <input type="checkbox"/> | <input type="checkbox"/> | TIFF images and EPS files with clipping paths should be scaled within 75 to 125% of original size. |
| <input type="checkbox"/> | <input type="checkbox"/> | Images with clipping paths should have a flatten value of no less than 3 device pixels. |
| <input type="checkbox"/> | <input type="checkbox"/> | Make sure that all images for process color separation are CMYK EPS or TIFF files. (Not JPEG compressed images.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify that your colors are defined and named correctly. If you are using spot colors, make sure that each is defined with just one name. Delete any unused colors from the color palette. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof for typographical errors. |
| <input type="checkbox"/> | <input type="checkbox"/> | Always specify typographic leading. Never use auto or default values. |
| <input type="checkbox"/> | <input type="checkbox"/> | Check with printer for their trapping preferences (most prefer that they do it themselves). If trap has to be supplied then build to their tolerances. Small black graphics and type should always overprint. |
| <input type="checkbox"/> | <input type="checkbox"/> | Check bleeds. Make sure that bleed allowances are sufficient. |
| <input type="checkbox"/> | <input type="checkbox"/> | Include a list of fonts used in your publication, including fonts not converted to outlines in imported EPS files. |
| <input type="checkbox"/> | <input type="checkbox"/> | Search and replace all unneeded fonts and double space bands. |
| <input type="checkbox"/> | <input type="checkbox"/> | Include dielines for all diecuts. Consult your printer for specifications. |
| <input type="checkbox"/> | <input type="checkbox"/> | Make a final separated black-and-white proof of your files on a PostScript laser printer to ensure correct separation of elements. |
| <input type="checkbox"/> | <input type="checkbox"/> | For embossments and special printing colors, provide unique color names or spot PMS colors for separation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Include fold marks where necessary by manually drawing lines (0.3 pt) outside the image area on fold guides. In your color palette, choose the registration color option to enable lines to be generated on each film separation. |



Litho Design's specialists understand the intricacies of today's modern color, and can translate your or your customer's ideas into the language of computer prepress graphics. For a moderate additional charge, we will take your or your customer's files through the preflight checklist for you.

We are a member of today's fast moving business world; we know about deadlines. And we also know about making color technically perfect.

Litho Design can make it happen.