

PREFLIGHT CHECK LIST FORM



3431 Carlin Springs Road, Suite 200E
Falls Church, VA 22041
P. 703.379.1121
F. 703.998.7187
W. www.coloursimaging.com

PAGE LAYOUT ISSUES:

- Page size should be defined as final trim size.
- All bleeds should be at least .125" (.25" recommended).
- Copy is at least .25" away from final trim (.375 recommended).
- Page/panel sizes should be correct for the style of fold, if final piece requires folding.
- Clipping paths need to be created in Photoshop; avoid Quark clipping paths.

TYPE ISSUES:

- Avoid style options or buttons (choose a font from the font menu).
- Convert all fonts to outlines when possible.
- Avoid specifying a rule weight of hairline (define it as a .25 point rule or greater).
- Supply all screen and printer fonts. Be sure to check all embedded art files for fonts needed.

COLOR ISSUES:

- Define color names exactly the same between graphics software and page layout program.
- Define all colors appropriately as spot or CMYK colors in both the graphics and page layout.
- Supply a list of all spot colors used in layout and placed files.
- Add 40% CMY to the black in large solid black areas.
(Rich Black: 40% Cyan, 40% Magenta, 40% Yellow, 100% Black)

IMAGE CONSIDERATIONS:

- Are all graphics the same type (eps or tiff).
- Convert all bitmap files to RGB for Lightjet prints or CMYK for Mimaky or Epson prints.
- Ensure that scan resolutions are 300 ppi for images and 1200 ppi for scanned line work.
- Place all scans at 100% size or smaller (enlargements may compromise quality).
- Rotate, scale, and crop all images before placing on page.

- Have you supplied all printer and screen fonts?**
- Have you supplied all supporting graphics?**
- Have you supplied a hardcopy proof of the final version of the layout?**

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