



# Send Your Files With Ease

## Preflight Checklist

---

### Platform:

- MAC
  - PC
- 

### Document Type:

- InDesign
  - Quark
  - MS Publisher
  - MS Word
- 

### Page Layout:

- Page size should be final trim size.
  - Use single pages for coil or perfect bound book layout. Use facing pages for saddle stitch layout.
  - Remove unneeded elements on the pasteboard.
  - If images print to paper's edge the document should bleed. Make sure bleeds extend beyond the edge of the page by 1/8".
  - Make sure there are no "non-printing" or "hidden elements" on the page.
- 

### Fonts:

- Always supply all fonts used in document.
  - Printer and screen fonts should be included.
  - Type smaller than 9 points should not be set in color or reversed out of color.
- 

### Color:

- Remove unused colors.
  - No artwork or text uses the color "registration" or "auto."
  - Spot colors are named the same in page layout and graphics.
  - All spot colors have been converted to CMYK unless they are printing as spot colors.
  - Pantone® colors that have been converted to CMYK are not an exact match. Refer to a Solid to Process Pantone® book for a visual representation of the process color.
  - Your monitor may not be calibrated. Select colors using a Pantone® Swatch Book as opposed to the way they look on your monitor.
- 

### Images & Graphics:

- All images and graphics are linked, not embedded, and none are listed as missing or modified.
  - Images, such as photos, have a resolution of 300 dpi and line art has a resolution of 1200 dpi.
  - Rotate, scale and crop images in your graphic program before placing into your document.
  - Images should be saved as one of the following: CMYK, Bitmap, Grayscale, Monotone, Duotone. RGB is not acceptable.
  - Images are free from ICC profile and OPI tags.
  - Do not save TIFF files with alpha channels.
  - Rules should be at least 0.5 points (never "hairline").
- 

### PDF:

- Embed all fonts.
- If document bleeds, make sure to extend bleeds by 1/8". (Example: 8.5"x11" document with bleeds will measure 8.75"x11.25").
- Do not save PDF with non-printing text, marks or elements.

*\*Remember to supply a current hardcopy sample of your job as close to 100% size as possible.*