

pre-press checklist

SPELLING

- A final spell check was done and there are no misspelled words.

COLOR

- The only colors in the file are those to be printed.
- Spot colors are defined as spot colors and process colors are defined to separate as 4-color process.
- PMS colors are defined identically throughout all imported graphics files.
- Imported images are built in the correct color space to be separated as required.

BLEED

- A 1/8" bleed (or amount desired by printer) has been built into the document if necessary.

IMAGES

- All imported images are the proper resolution for the required press linescreen.
- All imported images have the correct corresponding colors to be printed.
- All imported images are built in the correct color space for separations, e.g. CMYK vs. RGB, spot vs. process.
- All imported images are an appropriate format for printing, e.g. tiff or eps vs. gif or jpeg.
- Any low-resolution FPO images have been replaced with their high-resolution counterpart.

FONTS/TYPOGRAPHY

- There are no fonts in your imported images. Fonts have been rasterized in Photoshop or converted to outlines in Illustrator.
- Fonts are defined in document using the actual font, not QuarkXpress' fake bold or italic.
- You have both the printer and screen fonts available for all typefaces used to send to the printer.

COLLECT FOR OUTPUT

- A collect for output has been done and all images, fonts and graphics are nice and neat, in a folder to be sent to the vendor.
- Composite laser (color if possible) prints have been printed at 100% unless noted for the vendor.
- Mockup has been printed and assembled.
- Laser prints of separations have been printed to correspond with composites.
- Composite laser prints have been marked with notes for the vendor.
- A disk directory has been printed, and file(s) to be output are highlighted.