

Electronic Preflight Checklist

Make sure to double check this list before your files takeoff.

Before Preparing the File

- Is your service provider's hardware and software (including versions) compatible?
- Do output capabilities meet your needs?
- What different types of media can be supported?
- What modem protocol does the service provider support if files are transmitted?
- What compression programs are supported?
- What font libraries does the service provider support?
- Who will do trapping on files?
- Should the file be prepared as a printer or reader spread?

Acceptable Graphic Formats

- Submit only TIFF or EPS file formats regardless of platform.
- Convert color graphics files from RGB to CMYK, including nested or embedded elements.
- Unacceptable file formats for imagesetter output include: PICT, PAINT, RGB, TIFF, RGB EPS, and Quick Time.
- Note: Embedding unacceptable formats in an OK format does not make the resulting file OK.
- Duotones and files with clipping paths must be supplied as EPS.

Proofs

- Supply a composite proof (either laser or color) of the final file provided for output.
- For color jobs, in addition to a composite proof, supply separated laser proofs of each color with identification on each sheet created by the application.

Is the Output File Correct?

- Have all application, source and EPS files been included?
- Are all screen and printer fonts used in the file included?
- Have you removed any extraneous versions or files from the medium that don't pertain to the job being output?
- Did you include complete fonts for modified typefaces and give them a name different than the library font?
- Were all FPO images for APR named with the same names as the scanned images?

Things That Don't Always Appear as They Seem

- Laser proofs of the same file do not always output the same way on an imagesetter.
- Monitor images do not match hard proof images.
- All digital proofing devices do not output color hues and values the same way.

File Preparation

- In draw programs, have you limited anchor points to the smallest number possible to minimize RIPing problems?
- Have you incorrectly used the "Style" menu for type styles (bold, italic, etc.), rather than correctly using the actual font in the "Font" menu?
- Have you established crop marks correctly from the Page Setup or Preferences menu?
- Have you included overwork for bleeds outside the crop area?

Things to Make Sure are Included

- Include the job sheet with the submitted file showing:
 - applications used (w/version number)
 - file names
 - directories
 - folders
 - fonts
 - due date
- List a contact name that includes both business and after-hours phone numbers.
- Make a backup copy of the file to retain for yourself.

Responsibilities of the File Originator

- Provide complete files that can be run within acceptable RIPing times.
- Provide all the necessary information that will permit the efficient running of files.
- Ease of contact between originator and service provider or printer should problems arise.

Responsibilities of the Service Provider

- Establish norms for RIPing times for various jobs as a benchmark.
- Determine cost for alterations done at the customer's request.
- Set a procedure for contacting the customer promptly when problems are discovered.

Included in Base Cost

- Installing fonts listed on the order form and included with the job.
- Setting up applications to run customer file based on client-supplied information.
- cursory file examination for obvious problems seen on the monitor.
- Quality control to meet specified printing requirements.
- Final image output.
- Redo due to vendor error.

Generally NOT Included In Base Coat

- Trapping and scanning.
- File editing, including conversion of RGB to CMYK.
- Creating laser proofs not supplied with file.
- Additional time due to incomplete files or missing elements.
- Color proofing of final film or output.

Designer's 10 Step Checklist

1. Check Pasteboard Items
 - Crops/trim size OK
 - Bleeds OK
 - Fold, Die-cut and Perf marks OK
 - Registration mark offset OK
2. Check FPOs and Keylines
 - All FPOs labeled correctly
 - All keylines OK
3. Check Separations
 - "All Plates" check OK
 - Plates to be printed: _____
4. Check Traps
 - Type traps OK
 - Page layout graphics trap OK
 - Imported graphics trap OK
 - Disregard, vendor will do trapping
5. Copy Files To Transfer Disk
 - Page layout document(s) copied
 - Imported graphics copied
 - Editable graphics copied
 - Nested graphics copied
 - Imported scans copied
 - Fonts specified by actual name in document
 - Screen fonts copied
 - Fonts copied per license agreement
 - Transfer disk tracked to vendor
6. Test Transfer Disk Files (Print Proofs)
 - Final composite proof w/ printer's marks
 - Final separations w/ printer's marks
7. Collate/Mark-up Final Proofs
 - Composite proof labeled, noted, stapled
8. Prepare Traditional Art
 - Matching art for each FPO on-hand
 - Art labeled w/ correct identifier per FPO
 - Scaling & cropping info for art as noted
9. Prepare Instructions
 - Read Me document written & included
 - Output / Checklist report included
 - Vendor's work order completed
 - Copies made for internal records
10. Final Transmittal Package Complete
 - Instructions, reports, work orders
 - Transfer disk
 - Composite & separations proofs
 - Traditional art envelope