

PREFLIGHT CHECKLIST

Document Platform: ☐ MAC ☐ PC

Folder/File Name: _____

Document Size and Layout: _____ X _____ No. of Pages _____ + ☐ Cover

Ink Colors: ☐ Black only ☐ One PMS _____ ☐ Full Color (CMYK)
☐ Two Color PMS _____ & PMS _____

Document Type: ☐ Pagemaker ☐ Quark ☐ MS Word ☐ Illustrator
☐ InDesign ☐ MS Publisher ☐ _____

Fonts: ☐ Removed Stylized Fonts ☐ Printer and Screen Fonts Included

Colors: ☐ Remove Unused Colors ☐ Check Color Names

Bleeds: ☐ If Images Print to Paper's Edge, the Document Bleeds.
In the Document, Open Bleeds — 1/8" preferred, 1/16" minimum

Images & Graphics: ☐ All Placed or Linked Graphics Included ☐ Check Names
☐ RGB Changed to CMYK (4Color Only) ☐ RGB Changed to Grayscale (Black & White)
☐ Update Images Used or Links

Native Files: ☐ Collect for Output or Preflight and Package for Service Provider

PDF: ☐ Embed All Fonts ☐ Distilled at **DPPS** Settings (Download from DPPS Website)
☐ If Images Print to Paper's Edge, the Document Bleeds (see Bleeds above)
(Example: A picture prints up to the edge of a 8.5" x 11" page, pdf supplied should measure 8.75" x 11.25")

Lasers Provided: ☐ Composite Lasers ☐ Color Separation Lasers ☐ Dummy