

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Graphic Output Processes

## Lesson 2: Preflight a Customer File

GPS: ACCT-GOP-4, ACCT-GOP-5, ACCT-GOP-8, ACCT-GOP-12

PrintED: Digital File Output 1, 5, 6, 7, 8, 9, 10

**Objective:** Given a document, a preflight checklist, and directions, preflight a document. Score and 80% or higher on the completed preflighted document.

**Directions:** Use the Preflight Checklist to correctly preflight the supplied document.

### 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

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- **Followed Directions?**
  - Followed preflight checklist
  - Loaded fonts
  - Loaded graphics
  - Identified Problem
- **Execution?**
  - Repaired File
  - Printed correct separations
  - Printed current laser proof

TOTAL POINTS

WORTH	YOUR SCORE	FINAL SCORE
5 points	_____	_____
5 points	_____	_____
5 points	_____	_____
5 points	_____	_____
30 points	_____	_____
25 points	_____	_____
25 points	_____	_____
100 points	_____	_____

I was/wasn't pleased with my results because

This assignment helped me to understand

COMMENTS (for instructor use only):