

Graphic Output Processes

Lesson 3: Creating & Preflight a 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 sample to re-create and directions, create and preflight the document. Score and 80% or higher on the completed document.

Directions: Use the directions below and the Preflight Checklist to correctly create and preflight the supplied document.

- Measure printed sample for size, margins, etc. use guides and layers as needed. (5 pts.)
- Save and save often.
- Create a folder on the desktop. Label it with your name. (1 pt.)
Save **ALL** your work into this folder
Working components for test will be in a folder on the desktop.
- Load supplied fonts for use with job. (5 pts.)
- Headline: Optima, Extra Black. Text should be white with black stroke applied. (3 pts.)
- Body, Optima regular. Headline Optima Bold & PMS 185 C. (2 pts.)
- Measure sample for text point size and leading. (4 pts.)
- Measure for correct textbox size etc. (3 pts.)
- Also measure frame size and inset amount. (3 pts.)
- Create spot color of Pantone 187 C and; (9 pts.)
 - 1. apply to masthead box at top of page at 100%.
 - 2. apply to textbox background @ 10%.
 - 3. apply to body headers @ 100%.
- Import background photo and place as per sample. Apply spot color to photo @ 30%. (5 pts.)
- Import driver photo and create necessary rotation and text wrap if needed. (5 pts.)
 - Add a 50% drop shadow effect.
- Preflight article, correct if needed, package. (50 pts.)
 - Create package file folder on desktop using your name as file name.
 - Print laser proof.
 - Print separations.
 - Print color proof (dummy).
- Create a PDF file and save within the packaged folder. (5 pts.)

Total Points: 100 pts.

Total points Earned:

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

Preflighting 101:

Common Problems Study Guide

Graphics & Text

In the case of graphics in InDesign there is the ability to create a text wrap. There is a separate Text Wrap palette that contains the controls for the types of wraps available. The differences are in the interface between InDesign and the graphics file. It is possible to import native file formats such as .PSD and .AI. As a matter of fact it may be easier to interact with these formats than with the conventional Tiff and EPS. In order to get text to wrap around a graphic file particularly a photo a clipping a path

was needed. This is not as necessary now. It is possible for InDesign to interact with a transparent background created in Photoshop. It is possible for the program to recognize alpha channels as well as paths. When InDesign recognizes the path it is possible to create the text wrap based on the channel and a clipping path is not needed. It is possible to recognize that the photo is on a transparent background. The background can be removed in a variety of ways. To preserve the transparency however, the

file must be saved as .PSD. A variety of frames will be visible when working with imported graphics. The initial picture box can be created and selected using the selection tool (solid arrow). The box may be re-sized and moved with its content. To select the photo or the content of the box use the direct selection tool (hollow arrow) or the position tool that allows one to select the picturebox or the contents by moving the mouse over the selected area. Clicking within the box and holding will display entire photo.

Adjusting this frame will re-size the photo. This should be avoided as it can distort the photo. Check the control palette to link the dimensions together. On the control strip are shortcuts for sizing the artwork. Be sure to fit proportionally in window. The links palette will display link info and allow shortcuts to open the original file etc. Make sure that the file is properly linked for correct output. Lastly, a completed file will be preflighted, collected and usually converted to a PDF file.

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Common Preflight Problems

1. **Missing Fonts**
 - a. mixing font brands
 - b. screen but no printer
2. **Using font 'effects'**
 - a. applying bold, italic, etc., effect
 - b. font does not have a bold version
3. **Missing (unlinked) Graphics**
 - a. check picture usage
 - b. send all graphics files with job
4. **Bleeds not set or incorrect**
 - a. extend off page by 1/8"
 - b. create new textbox if needed
5. **Colors in wrong model**
 - a. RGB does not print
 - b. Spot or Process ?
 - c. Converted spot does not match
6. **Trap ? ?**
 - a. Who should set
 - b. consider amount needed
 - c. set manually if needed
7. **Wrong info in linked file**
 - a. check settings in imported files
 - b. color settings and naming
8. **Beware of 'Nesting'**
 - a. imported file within an imported file
 - b. may not output and may not be linked
9. **Vector/clipping paths too complex**
 - a. simplify paths
 - b. tolerance/flatness settings
10. **Resolution set too high (or too low)**
 - a. resolution + %
 - b. screen res 72 dpi

Name Here