

Print Preparation Checklist

Student: _____

Project: _____

Checked by: _____

For each printed and/or screen piece, prepare a separate packaged document folder (no multiple artboards; exception, if document has a front and back).

Printer or delivery folder contains:

- native application file for output
- links folder
- fonts folder
- final PDF composite proof
- Optional: artwork, working or assets file folder

Output file:

- uses only PostScript, Open Type, True Type fonts
- has been stripped of unnecessary styles
- has been stripped of unnecessary colors
- stray points are deleted

Links folder contains:

- files in appropriate file formats
- files with appropriate filename extensions
- only necessary job files

Raster images

- Screen frequency for this project is:
 - 85 lpi
 - 100 lpi
 - 133 lpi
 - 150 lpi
 - other: _____ lpiSampled to correct resolution for halftone screen: _____ ppi
- Sampled to correct resolution for continuous tone image (desktop printer) : _____ ppi
- images are prepared in correct color mode:
 - grayscale
 - monotone, duotone, tritone, quadtone
 - spot color
 - CMYK
 - RGB

PDF composite proof:

- has been correctly prepared for:
 - client proof
 - printer's PDF
- uses printer's PDF job options

PDF document output preview indicates:

- correct color plates
- verifies that all elements separate correctly
- verifies knockouts and overprints

Backup

- Files are saved to a cloud archive.

For a PDF workflow:

- The output may be customized to multiple destinations, such as glossy magazines, newsprint magazines, and web downloadable PDFs.
- It is best to keep raster images in RGB color space and at a high resolution.
- The downsampling and conversion (or no conversion if destined for an RGB application) will be performed during the PDF creation; i.e. making a PDFX1a will downsample to 300ppi and convert to U.S. Web Coated CMYK.