

Print Preparation Checklist—Personal Information page

Student:

Project

Checked by:

Date:

Service provider folder contains:

- .ai file for output
- image folder
- fonts folder
- PDF composite proof

Image folder contains:

- files in appropriate file formats
- files with appropriate filename extensions
- only necessary job files (no native files)

Raster images are:

- sampled to actual size
- not scaled, rotated or transformed in page layout file
- sampled to correct resolution (120 dpi)

Vector images:

- are accurate tracings or renderings
- contain a minimum number of control points

- use outlines for small amounts of display type

Fonts folder:

- contains all screen and printer fonts

PDF composite proof:

- has been correctly prepared for print
- contains all images and fonts

- At least one physical disk back-up is presented