

Print Preparation Checklist

Student:

Project

Checked by:

Date:

Service provider folder contains:

- .qxd or .ai file for output
- image folder
- fonts folder
- PDF composite proof
- PDF separations proof
- artwork or working files folder

Output file:

- uses only PostScript fonts
- contains no menu-styled text
- has been stripped of unnecessary styles
- has been stripped of unnecessary colors

Image folder contains:

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

Raster images are:

- sampled to actual size
- not scaled, rotated or transformed in page layout file

sampled to correct resolution for halfone screen:

Screen frequency for this project is:

- 85 lpi
- 100 lpi
- 133 lpi
- 150 lpi
- other: ___lpi

prepared in correct color mode:

- grayscale
- monotone, duotone, tritone, quadtone
- spot color
- CMYK

Vector images:

- are accurate tracings or renderings
- contain a minimum number of control points
- use outlines for small amounts of type

Fonts folder:

- contains all screen and printer fonts

PDF composite proof:

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

PDF separations proof:

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

- At least one physical disk back-up is presented