

Print Preparation Checklist

Student:

Project

Checked by:

Date:

Service provider folder contains:

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

Output file:

- 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: 133 lpi

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 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