Preflight Checklist

Refer to Collect for Output Report, Electronic Output Request (EOR) or Job Ticket, laser proofs, folded dummy and if available digital proof for verification. If Collect for Output Report (CFOR) not available, generate and print one for reference. ***Always make a copy of any files before correcting.***

Document: Open Workflow Book file from Preflighting folder, use as an example during lecture
- Verify document page size
- Check folds
- Check imposition according to press requirements
- Compare file to proof for correct image position
- Compare file to proof for correct text flow and proper runarounds
- Check to see that any clipping parts are recognized as needed.
- Verify bleed requirement
- Check images for excessive scaling, cropping, rotation, skewing
- Select All and check for items on pasteboard. Remove unnecessary ones
- Select All and check for white "cover up" boxes
- Check that no imported bitmapped images have NONE as a background.
- Verify colors in Edit>Colors to see that they match press requirements.
  - No RGB for print
  - CMYK and/or spot according to EOR
  - No duplicated spot colors with different names
  - CMYK do not have Spot color 4 and Spot colors do have 4

Images:
- Verify EOR or Job Ticket and CFOR with number of placed image in Utililities>Picture Usage
- In Photoshop, open each bitmapped image and verify the follow based on the lpi and color requirements
  - Color mode (cmyk and/or spot only). Verify colors from EOR
  - Resolution/DPI (minimum of 1.5 times lpi)
  - Physical Size
  - Flattened
  - Format (TIFF or EPS only)
  - Disabled "Include Halftone Screens" option in the Save as… dialogue box.
- In Illustrator, open each vector image and verify the following based on color requirements
  - Color (cmyk and/or spot only. Verify colors from EOR)
  - Verify color names agree with page layout program
  - Check for embedded fonts. Designer should Create Outlines unless fonts provided
  - Check linked bitmapped images as updated and verify resolution, color mode and format are appropriate for output
  - Check for potential output problems due to extremely large or complex files
    - Remove stray points, empty text paths, close all open paths, flatten or rasterize any transperancies remove all cover up boxes or empty objects.
    - Nested EPS - EPS files inside of EPS files. Usualy done by importing or placing one EPS files inside another.
- Gradients and potential banding problems:
  - Gradients should be done in Photoshop when possible:
  - Maximum blend of 0% - 100% is 7 inches. Anything longer and/or over a shorter percentage

range will result in banding.
- Most presses can not print less than a 3% dot and some even higher
- Blends with too many intermediate steps dramatically slow down output
- Blends between two spot colors will generate CMYK colors for the intermediate, which may not produce the desired color or separations)
- Adding a small amount of noise to Gradients created in Photoshop decreases potential banding.
- Converting gradients in Illustrator to bitmaps can reduce banding: Object>Rasterize. Color Model:CMYK, Resolution: twice lpi and take scaling into consideration, 4 Anti-Alias and Create Mask(usually)

Trapping: (refer to Graphics Workbook for definations):

Preferences>Document>Trapping
- Trapping Method: Absolute
- Process Trapping: On
- Auto Amount: 0.144 pt is default but should be verified for printing requirements
- Indeterminate: 0.144 pt is default and same as above
- Knockout Limit: 0%
- Overprint Limit: 95%
- 4 Ignore White

Fonts:
- Verify fonts from EOR or Job Ticket and CFOR
- Check to see that each Screen font suitcase is available
- Check to see that each Postscript font is available
- Font manufacturer of fonts provided should match ones in files. Different manufacturer make fonts with the same name. For example TrueType and Adobe both make Times.
- Avoid TrueType fonts and especially do not scale them.
- Utilities>Fonts: check for font styles - B,I,O,S