



Leader Printing

TECHNICAL BULLETIN

Preflight Checklist

Friday, November 11, 2005

Before you send Leader Printing your files, please check the following:

Materials Supplied	
	If PDFs, files are PDF 1.3, 1.4 or PDF/X-1a format, were made using Distiller® and have crop marks.
	If native files, images and both screen and printer fonts for <i>all</i> files (including graphics) are included.
	All unnecessary files have been removed, and page layout and image files are at root level of main folder.
	A report from the "Collect for Output" or preflight has been included.
	A full-size, hard copy color proof must be provided (if not, supply black-only and separated laser prints).
Page Layout	
	Page size (should be final trim size), setup and page numbers are correct.
	Blank pages, elements on the pasteboard and unused colors have been removed.
	Bleeds extend beyond the edge of the page by 1/8" (sheet-fed) or 1/4" (web).
	No elements have been set to not print or have been "hidden" to keep from printing using filled boxes.
Color	
	The number of colors and color breaks have been verified by printing color separations (please include).
	All spot colors have been converted to CMYK unless they are to print as spot colors.
	Spot colors are named identically in page layout, graphic and image files.
	Overprinting and knockout of color elements has been checked by reviewing separations.
	No elements, artwork or text uses the colors "registration" or "auto" and black text is 100% K (only).
Images, Graphics and Rules	
	All RGB images and graphics (and text) have been converted to CMYK.
	All images or graphics are linked, not embedded, and none are listed as "missing" or "modified."
	Images are saved as TIF or EPS (the former is preferred) and not as JPG, BMP, PICT, etc.
	No images are embedded in other images and there are no nested EPS files.
	Images have an effective resolution (after sizing) of twice the linescreen (300 for sheet-fed; 200 for web).
	Line art has an effective resolution (after sizing) of 1200 dpi (600-800 may be acceptable on web).
	Clipping paths done in Photoshop have been used to create transparent backgrounds.
	Rules should be at least 0.3 points (never "hairline") and should not be color unless 1 point or thicker.
Text and Fonts	
	PostScript® (Type 1) and TrueType® fonts should not be mixed in the same document (former is preferred).
	Styling (e.g., bold, italic) has been applied by selecting fonts and not by using a button bar or keystrokes.
	No shadow or outline styles have been applied, and no bold, demi or heavy fonts have been styled "bold."
	Type smaller than 9 (sheet-fed) or 12 points (web) should not be set in color or reversed out of color.

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