

Pre-Flight Checklist and Electronic File Specifications

Print this form and submit it to us with hard copy of your document(s) when submitting electronic prepress files to us for printing.

This way we can ensure communications between you and our prepress department are clear.

PLEASE ATTACH A PRINTOUT OF ALL ELECTRONIC FILES BEING USED

1. Format:

- Mac PC
 other _____

2. Media Provided (quantity)

- CD _____
 Email (dquinn@papsecurity.com) _____
 Email (rgottlund@papsecurity.com) _____
 Zip 100 _____
 Jazz 1 GB _____
 Syquest 44/88/100/200 _____
 other _____

3. Main Document Information (version) :

- Quark _____
 Pagemaker _____
 Illustrator _____
 Freehand _____
 Photoshop _____
 Acrobat PDF _____
 other _____
 other _____

4. Font Information:

- All Document fonts supplied *
(please attach printout)

* Fonts in placed files (Illustrator, Freehand, Photoshop, etc.) MUST be provided for correct output (or must be converted to outline if fonts are not provided).

When using POSTSCRIPT fonts, please provide both SCREEN and PRINTER fonts.

DO NOT stylize fonts with attributes within the page layout program. Doing so may cause unexpected results at film output stage.

5. Image File Information

- Electronic images supplied *
(please attach printout)

- Images need to be scanned

* All images linked to document must be provided.

Line art (single color) must be supplied as 1200 dpi bitmap.

Continuous tone (grayscale & multiple color) must be supplied as 300dpi (preferably EPS or TIFF format)

JPG, LZW TIFF, GIF and other non-.EPS or .TIFF format may produce a less than desirable print quality.

Make sure colors specified in document program matches colors in linked files.

6. Color Information * :

- One Color Black _____
 Two Colors: _____
 Three Color _____
 Four Color Process _____

 Additional Colors _____

- Spot Varnish: Dull Gloss Other

- Flood Varnish: Dull Gloss Other

* Colors must be named the same between document program and graphic program (for example, Pantone 200 CV and Pantone 200 CVU will break as two separate colors).

RGB and LAB files MUST BE CONVERTED to 4-color process (or Pantone color) to output correctly.

Pantone colors being printed as a 4-color process (including duotones) should be color converted in the programs they were created in.

Converting to process colors in page layout may not color break as expected.

If printing spot color, colors in linked files must also be spot color and not CMYK.

If printing CMYK, convert any files using Pantone colors to CMYK, in the programs they were created in to avoid color shifts or missing colors.

Print out color separations to ensure proper color breaks.

7. Page Information* :

- Current & Complete laser/color page proof provided

Number of pages: _____

Page size: _____

Scans supplied by: Customer PAP

Number of scans:

_____ halftones _____ 4 color

_____ other _____

- Additional information on next sheet .

Name of Project:

Customer Contact:

Contact phone:

Date Submitted:
