

# DPI Prepress Preflight Checklist

## LASER PROOFS

- Hardcopy printed at 100% original size with crop marks, tiled if necessary
- Lasers EXACTLY match the supplied electronic files
- Lasers printed from shipping disk
- PMS, varnishes and special instructions clearly indicated
- Job should be print ready upon delivery.

## Electronic Media

- A directory of the shipping disk finder window, viewed by name, with date and time showing, (all folders opened)
- Company name, contact, project name, date and number of disks, (i.e., 1 of 3, 2 of 3, 3 of 3), are listed on the media
- Only the files necessary for the job are included on the disk

## Fonts

- Both screen and printer fonts included
- TrueType and Multiple Master font usage discussed with DPI Prepress Department prior to submission
- Custom kerning and tracking tables supplied, (if applicable)

## High Resolution Art (Raster)

- File format is RGB, CMYK, Grayscale, Bitmap or Duotone.
- Effective resolution of 300-400 dpi for continuous tone images
- Effective resolution of at least 1200 dpi for line art, (bitmap mode).
- Image size accounts for bleed and grind-off, (without film edge)
- Drop shadows are created with black only

## EPS Graphics (Vector)

- All embedded fonts supplied
- All nested images and support files included
- Color names and specifications exactly match those used in layout program
- Resolution preferences of at least 800 dpi for all elements

## Revisions

- Layout file name has been changed to include the revise date
- Only revised files have been resubmitted
- A new hard copy proof must be created of the revised file, using the guidelines discussed above
- Areas that have changed are clearly indicated

## Files Sent via Telecommunications

- DPI production notified by email or phone
- Hardcopy faxed to DPI production using the guidelines discussed above or PDFs transmitted in place of hardcopy.
- Revisions follow guidelines discussed above