



CLIENT PREFLIGHT CHECKLIST

About Your System...

- What program(s) were used to create the document?
Also be aware of which version of the software was used. Angel Printing supports all major graphics software. (Quark, InDesign, PageMaker, Illustrator & Freehand)
- What type of computer was used? (PC, Macintosh)

About Your Files...

- What fonts were used in the main document and associated graphics?
Are the fonts Adobe Type 1, True Type, or a combination of both?
Are both screen and printer fonts included?
Many programs now collect all the needed fonts & links. (Do know how? - Call us)
- Make sure any graphics files that were placed in the document are included.
This means all EPS, TIF, JPG, AI, or other "source files", as well as any art placed within these graphics. (For example, the TIF file placed within the EPS file. All artwork should be included, even if it is "embedded" in a file.)
- Placed images should be 300 dpi at their placed size in the document.
Proper output requires proper setup. If the image is 300 dpi, but is blown up to 400% in the layout program, the dpi drops to 75 dpi.
- What colors were used in the document and how were the colors specified?
(RGB, spot Pantone, CMYK)
- Is the document set up to the correct final trim size?
- How many pages are in the document?
- Does the document include bleed of at least 1/8" on all cut edges?
- Please provide a print out of the document at 100% (in color, if possible).
- Are all of the folds set up correctly?
- Only give Angel the files that are needed to produce the document.
Supplying a disk with extraneous files slows the entire printing process and increases the possibility of incorrect output. If the client doesn't know how to "collect for output," have them call the art department for help.
- Never give away the only copy of a file. Disks and/or files can accidentally be corrupted or lost.
Always keep a backup of all files.