

CUSTOMER PREFLIGHT CHECKLIST

Document Platform: MAC PC RERUN –Reorder# _____

Folder/File Name: _____ FTP Drop Box Disk or CD

Document Size and Layout: _____ X _____ No. of Pages _____ + Cover

Ink Colors: Black only One PMS Full Color (CMYK)
 Two Color PMS _____ & PMS _____

Document Type: Pagemaker Quark MS Word Illustrator
 InDesign MS Publisher _____

Fonts: Removed Stylized Fonts Printer and Screen Fonts Included

Colors: Remove Unused Colors Check Color Names

Bleeds: If Images Print to Paper's Edge, the Document Bleeds.
In the Document, Open Bleeds — 1/8" preferred, 1/16" minimum

Images & Graphics: All Placed or Linked Graphics Included Check Names
 RGB Changed to CMYK (4Color Only) RGB Changed to Grayscale (Black & White)
 Update Images Used or Links

Native Files: Collect for Output or Preflight and Package for Service Provider

PDF: Embed All Fonts Distilled at **DPPS** Settings (Download from DPPS Website)
 If Images Print to Paper's Edge, the Document Bleeds (see Bleeds above)

(Example: A picture prints up to the edge of a 8.5" x 11" page, pdf supplied should measure 8.75" x 11.25")

Lasers Provided: Composite Lasers Color Separation Lasers

Additional information can be found by visiting **Digital Publishing & Printing Services** website at www.doit.wisc.edu/printing or calling **DPPS Customer Service** at 262-3461.