

PM Graphics Pre-Flight Checklist

1. All files were created in one of the programs (Mac or Windows) listed in our "[Supported Software](#)" section.
2. The document's page and panel dimensions are correct (When assembling in PageMaker or QuarkXpress, etc., set your page-size specs to that of the final cut piece. Do not adjust the size of the page to accommodate for a bleed. Simply let your image or color bleed 1/8" on those sides on which it bleeds. Also implement 1/8" to 1/4" gutter margin to allow for trim variance. When setting up a three panel brochure, the far right panel on the inside should be approximately 1/4" shorter than the other two. Depending on the type of binding used, pages in a multipage catalog may need to be sized differently due to fold creep. Please feel free to ask PM Graphics.
3. No Truetype fonts were used -- only postscript fonts have been used (some exceptions apply).
4. All process colors are set to Process-separation (make sure Logos and/or imported images are also set to PROCESS if printing in process color)
5. All spot colors are set to Spot-separation (make sure Logos and/or imported images are also set to SPOT if printing in spot color, and all BLACK is set to overprint in Logos).
6. There are no RGB or index-color files. All images are CMYK – either TIFF or EPS (image formats other than EPS or TIFF and digital camera files are usually not acceptable. We can scan photos/transparencies for you).
7. All halftones and photoquality images (including scans, stock photos, CD-ROM library images, screen captures, video-grabs, internet/web images, etc.) are at 300 dpi (optical) or higher. Internet/web images are usually at 72 DPI, and while they may look good on the screen, they'll look fuzzy when commercially printed. Also, all images must be brought into the layout program (such as QuarkXpress or PageMaker) at actual size (100%). Do not resize the image in QuarkXpress or PageMaker. If an image needs to be resized, then resize it in PhotoShop first, then bring it into your layout program at 100%
8. All line-art and line-drawings should be scanned at higher than 300 dpi to ensure tighter dot.
9. All objects have been ungrouped. Text boxes were stretched a bit to accommodate minor font-size variations.

10. Any drawn images of logos and/or logo-text have been converted to paths/outlines to prevent problems with missing fonts. Also, all such images were placed in the layout program at 100% size (see item# 7 also).
11. Curves have been adjusted on all images. Also, all images are positioned correctly within boxes (no margin between image and border). Images have been checked for color-shift/color-balance.
12. Any images that were scanned from "4-color process PRINTED" materials (instead of being scanned from continuous-tone photos) have been adjusted in PhotoShop for moire patterns (consult Photoshop manual).
13. If using feathered (diffused) edges on pictures against a non-white background, the picture's background-color has been adjusted to 5C, 3M, 3Y, 0K (if it gets too close to 0000 it may break up, resulting in jagged edges).
14. All EPS and/or TIFF files are included -- including Logos and Pictures.
15. All Layout/Native application files are included. All Printer and Screen fonts required for the document are included. Also, refer to the Important Font Usage Tip.
16. Composite Prints (COLOR) of all document pages are included.
17. All pages have been proofed for knockout and/or overprinting. Also, all logos have been checked for proper knockout and/or overprinting. Black is set to overprint wherever applicable.
18. The most recent files have been copied to portable disk(s) for sending to PM Graphics. The Preflight Checklist (this document) has been reviewed. A completed EPP Electronic Output Form, and an approved credit application have been attached.