

PDF's for Print Preflight Checklist

Submitting your files improperly can result in both additional costs and time delays. Use of a Preflight Checklist can save you time, money and frustration. To aid in your submission of files, we have included a Preflight Checklist as well as access to our Joboptions file to aid in your process and ensure you provide "Print Ready" files.



Refer to this Preflight checklist before submitting your files to the Proofs4Print File Dump in order to avoid printing and finishing delays or additional costs



Document Size:

Ensure the document is set up to the correct size with the necessary margins and page boxes.

Bleeds:

Check placement of crop marks and bleed allowances. We require 1/8" bleed beyond the trim.

Font Styles:

Use actual fonts for Bold, Italic, and other for styles. For example: Calibri Bold should be used instead of using Calibri and applying bold style.

Fonts:

Make sure all fonts used are embedded.

Clean Files:

Crop images before placing into the file, simplify blends, avoid nesting graphics, etc.

Imposition:

Create files as single pages instead of spreads.

Irrelevant Elements:

Remove references to unused fonts and colors. Remove non-printing items and strokes.

Images:

Images are to be embedded and high resolution for best printed quality. Images should be at least 300 ppi.

Color Space:

All images in your files should be CMYK or Grayscale and not RGB Color. (Pantone colors should only be used if printing with those colors.)

Color Separation:

Check that all colors separate properly. Make sure spot colors used are named correctly and consistent throughout the document.

Solid Black:

Check that all Solid Black text is in fact (100% K) and not CMYK mixed.

Check that all Solid Black areas are 100% K, 40% C, 40% M and 30% Y to ensure a "rich black" when printed.

Folded Panels:

Check for the correct size of your panels. Depending on the fold, the innermost panel has to be slightly smaller. For example, 8.5" x 11" trifold should have the panels as follows: 3 11/16" X 3 11/16" X 3 5/8".

Other Processes:

Check Dielines, Varnishes, and Spot Coatings if provided for correctness. (Please provide these in a separate file.)

File Names:

Keep file names simple with no extra punctuation or symbols.

PDF's for Print Mail Piece Checklist



Refer to this checklist if your piece is mailing.

If the art is not correct for mailing, it could cause delays or additional costs



Mail Piece specifications:

- Is your piece the correct size to mail as intended (letter, postcard or flat)?
- Is the placement of the mail panel OK for mailing? (this is especially important for Folded-self mailers)

Indicia:

Has the correct indicia been added to your art? If we are to add the indicia, please leave blank.

Mail Panel specifications:

- Is the correct Return Address on the piece? (A return address is required for mailings expecting returned pieces: First Class and Ancillary Endorsement mailings. For Non Profit mailings, the return address on the piece must match the address of the USPS approved Non Profit Organization.)
- Is there the correct amount of space for addressing? We prefer 2" X 4" to ensure proper addressing



Simple instructions to help you download, open, and use Adobe Job Option Files.



Refer to these Instructions to use the PDFs4Print Joboptions file.
Use of these Joboptions will ensure you are exporting the files properly for submission of your files on the Proofs4Print FileDump.



What is a Job Option?

A JOBOPTION file is an Adobe PDF preset file. It defines the properties of a PDF that's to be generated for use from programs such as InDesign, Illustrator, and Photoshop. Some of the settings controlled by JOBOPTION files are image resolution, color space, fonts, and printers marks and bleeds.

For files to be uploaded to Proofs 4 Print we have created a custom Job Option that has our preferred PDF settings built in for your personal use. It saves time and ensures your PDF is correctly formatted.

PDF4Print Joboptions File (P4P.Joboptions) will be sent to you by your Project Leader or you can download it from our website on the Resources tab.



To install PDFs 4 Print job option in InDesign:

Go to File > Adobe PDF Presets > Define...

Click 'Load...'

Navigate to 'P4P.Joboptions' that you received from your PL; Click 'Open'.
Then click 'Done'

To install PDFs 4 Print job option in Illustrator and Photoshop:

Go to Edit > Adobe PDF Presets...

Click 'Load'

Navigate to 'P4P.Joboptions' that you received from your PL; Click 'Open'.
Then click 'Done'

How to use PDFs 4 Print job option when Exporting your PDF:

In **InDesign**, go to File > Export...

In **Illustrator** and **Photoshop**, go to File>Save as...

In new window:

Save as: _____ (Name your file and note the location you are exporting it to)

*For Mac 'Format': Adobe PDF (Print)

*For Windows 'Type': Adobe PDF (Print)

Then click 'Save'

In next window, choose Adobe PDF Preset: [P4P]

Then click 'Export'

Examine your PDF in Adobe Acrobat. It should now be ready for upload

How to export a Print Ready PDF from Word:

Go to File > Save as

*For Windows 'Type': PDF

Click 'Optimize for Standard (Publishing Online and Printing)

Click "Options"

Under 'PDF Options' Click 'ISO 19005-1 Compliant (PDF/A)

Click 'OK'

Click 'Save'

